UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 22 1970

SECRETARY'S MEMORANDUM NO. 1618

Public Advisory Committee on Soil and Water Conservation

This committee was originally established by Secretary's Memorandum No. 1390 of October 18, 1955, to furnish advice and recommendations to the Department on soil and water conservation problems.

On January 7, 1964, the committee was re-established by Secretary's Memorandum No. 1549 to conform to current USDA regulations. As then authorized and constituted provision was made for 18 members, each serving a two-year term. The committee was reconstituted each two years.

To conform the committee to current USDA regulations it is hereby re-established with authorized membership of 21 persons who shall be appointed by the Secretary for two-year terms in accordance with 1 AR 459. At the end of each two-year period the committee shall be reconstituted with appropriate rotation of membership. The committee shall meet at least once each year and at such other times as may be agreed upon.

Secretary's Memorandum No. 1549 of January 7, 1964, is hereby superseded.

Clifford M. Hardin

COMMITTEES (Soil & Water Conservation, Public Advisory)

ORGANIZATION

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

January 30, 1970

SECRETARY'S MEMORANDUM NO. 1679

SEC'Y'S RECORDS & COM. DIV. FILES OFFICIAL SECRETARY'S FILES

Transfer of the Functions of the Rural Community Development Service

1. PURPOSE. It is an absolute necessity that the programs of other Departments and Agencies of the Federal Government be brought to bear on the problems of rural America. These programs need to be closely coupled to the missions of the agencies of the Department of Agriculture. Our goals are to:

(a) Help local people help themselves.

(b) Provide additional employment opportunities in rural America.

(c) Help rural America make a maximum contribution to American society realizing that all citizens have many common interests, and

(d) Encourage all activities that will improve the lives of people residing in rural America.

2. FUNCTIONS TRANSFERRED. To better utilize the special capabilities of the agencies of the Department of Agriculture in the achievement of the aforementioned goals, the functions of the Rural Community Development Service are hereby transferred and that Service is hereby abolished, effective February 2, 1970 as follows:

(a) Liaison with non-USDA agencies to identify which of their programs and services are most useful to rural people and communities; and negotiation of working agreements, policies and procedures with such agencies to enable rural people to effectively participate in such programs:

Federal Extension Service (programs of the Departments of Labor; Health, Education and Welfare; and Commerce).

Farmers Home Administration (programs of the Office of Economic Opportunity and Departments of Housing and Urban Development and Transportation).

Soil Conservation Service (programs of the Department of Interior).

ORGANIZATION 1 (RCDS)

Rural Electrification Administration (programs of the Small Business Administration).

The above assignments should be carried out in cooperation with any other USDA agencies whose programs may be affected.

(b) Liaison with cooperatives and other private organizations to encourage their participation and support:

Farmer Cooperative Service and Forest Service, and the other USDA agencies enumerated above or whose programs may be affected in accordance with their respective interests.

(c) Development and release of information about non-USDA programs for the use of groups and individuals interested and involved in carrying those programs to rural America:

Federal Extension Service, in cooperation with other USDA agencies enumerated above or whose programs may be affected.

(d) Overall coordination and planning for the above functions is assigned to the Office of the Assistant Secretary for Rural Development and Conservation.

3. INCIDENTAL TRANSFERS. The approval of the Assistant Secretary for Administration shall be obtained prior to any such transfers of funds, records, property, space and personnel, as may be involved in the organizational assignments made in this memorandum.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

SECRETARY'S MEMORANDUM NO. 1680 February 19, 1970

Broiler Advisory Committee

Development of long-range programs to help assure economic stability and production and marketing efficiency in the broiler industry is a matter of general interest to the public and is of deep concern to the Department of Agriculture. Adequate supplies of poultry products to meet consumer demand at reasonable costs and at satisfactory prices to producers are clearly in the public interest.

In order to bring the experience and the knowledge of producers and representatives of the broiler industry to bear on problems related to this industry, I hereby establish a Broiler Advisory Committee. This Committee will meet at the call of the Chairman. Establishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The function of this Committee shall be to counsel and advise the Department regarding development of Departmental programs, legislation, rules and regulations and other matters of mutual interest to the government and the broiler industry. This may include advice on regulatory and marketing problems, including those which affect wholesomeness and quality of products to be sold to the consumer.

The Committee shall terminate two years from the date of this Memorandum. Committee members will be eligible for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for Marketing and Consumer Services will be Chairman. The Administrator of the Consumer and Marketing Service will be Vice-Chairman. A member of the Consumer and Marketing Service will serve as Executive Secretary for the Committee.

Committee members will be appointed by the Secretary. Membership on the Committee shall include but not be limited to the following: broiler producers, handlers, packers, distributors, retailers, consumers, representatives of National, Regional and State broiler industry organizations, and technical personnel from Land-Grant Colleges.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (Broiler, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

March 11 1970

SECRETARY'S MEMORANDUM NO. 1681

Rice Inspection Industry Advisory Committee

In the conduct of the Department's rice inspection program under the Agricultural Marketing Act of 1946, the advice and counsel of non-Government persons provides a vital link with the interest of producers, driers, handlers, millers, brokers, exporters, and end-use processors of rice. The Department is faced with a continuing problem in maintaining effective communication with the many firms and individuals interested in the grade and quality of rice marketed in interstate and foreign commerce.

In order to have the advice and counsel of industry in carrying out the Department's responsibilities, I hereby establish a Rice Inspection Industry Advisory Committee. This Committee will meet at the call of the Chairman. Establishment of the Committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The purpose of this Committee will be solely advisory to the Department to assist in implementing the rice standards and inspection provisions of section 203 of the Agricultural Marketing Act of 1946, as amended; to confer with appropriate officials of the Department and the industry; and to make recommendations relative to the development and improvement of standards and of inspection provisions for rice.

Membership on the Committee shall include rice producers, handlers, driers, millers, exporters, brokers, and processors. The Assistant Secretary for Marketing and Consumer Services will be Chairman. The Director of the Grain Division, Consumer and Marketing Service, will be Vice Chairman, and the Chief of the Program Analysis Group, Grain Division, Consumer and Marketing Service, will serve as Executive Secretary for the Committee.

The Committee shall terminate two years from the date of this memorandum. Travel and per diem expenses for Committee members will be available in accordance with applicable statutes and regulations.

Clifford M. Hardin

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COMMITTEES (Rice Inspection Industry, Adv.)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 18, 1970

SECRETARY'S MEMORANDUM NO. 1682

Advisory Committee on Cooperative Work with State Departments of Agriculture

Development of programs to help assure economic stability and production and marketing efficiency in agriculture is a matter of general interest to the public and is of deep concern to the State Departments of Agriculture and to the Department of Agriculture.

In order to bring the experience and the knowledge of the State Departments of Agriculture to bear on problems related to programs authorized by the Agricultural Marketing Act of 1946, I have determined that the Advisory Committee on Cooperative Work with State Departments of Agriculture be continued. This committee was originally established in 1948 based on mutual agreement of need by this Department and the National Association of State Departments of Agriculture. Reestablishment of this committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The function of this committee shall be to counsel and advise the Consumer and Marketing Service on the criteria for selection of marketing service projects and evaluation of specific proposals and program accomplishments under the matched fund marketing service program conducted by the State Departments of Agriculture in cooperation with the Consumer and Marketing Service.

The committee shall terminate two years from the date of this Memorandum. Committee members will be eligible for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for Marketing and Consumer Services, or his designee, will be Chairman. The Administrator of the Consumer and Marketing Service, or his designee, will be Vice-Chairman. A member of the Consumer and Marketing Service will serve as Executive Secretary for the committee. The committee will meet at the call of the Chairman.

Committee members will be appointed by the Secretary. Membership on the committee shall include nine representatives of State Departments of Agriculture.

Clifford M. Hardin

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 6, 1970

SECRETARY'S MEMORANDUM NO. 1683

Expanding State Participation in USDA Programs

1. PURPOSE. The purpose of this memorandum is to establish criteria and responsibilities for expanding state participation in all programs of the Department of Agriculture.

2. BACKGROUND. Secretary's Memorandum No. 1653 announced the Federal Assistance Review Program. This Government-wide program has as one of its objectives to create a new sense of partnership among the various levels of government with greater dependence on state and local governments. A Departmental task force has, in consultation with states, industry, and Departmental program managers, developed criteria for further decentralization of regulatory, inspection and grading programs and has recommended a plan of action. This memorandum gives effect to these recommendations.

3. POLICY. The criteria for decentralization which shall be the policy of this Department is shown on the reverse of this memorandum. It is applicable to all programs of the Department.

4. IMPLEMENTATION. Assistant Secretaries and Group Directors will develop and initiate strong agency decentralization programs. The Assistant to the Secretary for States Relations and Emergency Preparedness will provide necessary assistance for proper implementation of these programs. I ask each Assistant Secretary and Director and the Assistant to the Secretary to give aggressive leadership in working with States to provide them full opportunity to assume a greater share of these program activities. Initial emphasis is to be given to those programs involving regulatory, inspection and grading activities.

Clifford M. Hardin

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

# FEDERAL - STATE COOPERATIVE PROGRAMS
## CRITERIA FOR DECENTRALIZATION

These criteria are intended to give meaning to the New Federalism program of this Administration in Agriculture programs. Application will occur within this management philosophy.

In those programs carried out through Federal-State cooperative action, States shall be given full opportunity to assume a greater share of program activities commensurate with their willingness to accept the responsibility and their ability to carry it out within the framework of the cooperative approach traditional with this Department. In so doing, decision-making will be brought closer to where delivery of services occurs making the decision-maker more visible and accessible. The expected result is that programs will become more responsive to needs and more readily improved. This will require a concurrent strengthening of the Federal support role in training, information, legal, scientific, and administrative assistance. With these understandings and expectations, decentralization shall occur when these criteria are met:

1. Program Objectives
   Federal and State objectives shall be the same or be compatible.

2. Program Accomplishments
   Accomplishments can be measured and quantified in terms of output expected and input required.

3. Program Evolution
   The evolutionary period of the program can be estimated and the present phase therein established.

4. Contingencies
   A system can be provided for handling contingencies such as emergencies and epidemics.

5. Legal Authority
   Legal authority exists or can be provided to undertake the program.

6. Program Standards
   Standards for the conduct of the program can be provided.

7. Management Information
   A system can be provided for keeping management informed so as to monitor the adequacy of program performance and enable adjustment as required.

8. Control and Surveillance
   A system of audit and appraisal can be provided adequate to safeguard both Federal and State interests.

9. Disputes
   Procedures can be developed to settle differences, including appeals procedures, for the program participants, the target groups, and the States.

10. Finance
    Funding arrangements are adequate to provide reasonable assurance that operating levels can be maintained over the planning period.

11. Personnel
    A system exists for providing qualified personnel and for training to maintain and develop competence.

12. Facilities
    Adequate facilities exist or have been provided for to carry on the program.

13. Constraints
    The nature of the program does not involve scarce specialized scientific requirements, international involvement, or high risks such as to preclude decentralization.

14. Accountability and Responsibility
    Accountability and responsibility can be fixed, preferably in the same agency or person.

15. Participative Management
    Arrangements exist for Public discussion and other participative measures involving Federal, State, and target groups.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 6 1970

SECRETARY'S MEMORANDUM NO. 1684

Perishable Agricultural Commodities Act-Industry Conference Group

1. PURPOSE. The purpose of this memorandum is to establish an industry advisory committee, representing all segments of the fruit and vegetable industry, to confer with the Department of Agriculture on problems arising in administration of the Perishable Agricultural Commodities Act.

2. BACKGROUND. The Perishable Agricultural Commodities Act, approved June 10, 1930, was designed to suppress unfair and fraudulent practices in the marketing of fresh and frozen fruits and vegetables in interstate and foreign commerce. The Department of Agriculture, in the administration of this law, must carry out its objectives within the framework of the Act as well as the industry's marketing practices and procedures. Mutual understanding and cooperation between industry and the Department are essential to effective administration of this Act.

3. IMPLEMENTATION. There is a continuing need to obtain the benefit of the advice and counsel of the fruit and vegetable industry in appraising the administration of the Act. I, therefore, establish the Perishable Agricultural Commodities Act-Industry Conference Group. Establishment of this Group is in the public interest in connection with the performance of duties conferred upon this Department by law. The areas of consideration of the Group will cover all aspects of the administration of the Act, including licensing, handling of reparation cases, and disciplinary actions.

The PACA-Industry Conference Group will be composed of representatives of fruit and vegetable producers, shippers, brokers, wholesalers, distributors, and retailers to be selected by me. The Group shall be in existence for a two-year period from the date of this memorandum. The Group will meet annually, unless more frequent meetings are found to be advisable. There will be no reimbursement for travel and per diem of Group members.

Mr. Floyd F. Hedlund, Director, Fruit and Vegetable Division, Consumer and Marketing Service, will be Chairman of the Group and the official Department of Agriculture representative. Mr. John J. Dimond, Fruit and Vegetable Division, Consumer and Marketing Service, will be the Executive Secretary.

COMMITTEES (Perishable Agricultural Commodities Act)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. [illegible]

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Mr. Floyd F. Hedlund, Director, Fruit and Vegetable Division, Consumer and Marketing Service, will be Chairman of the Group and the official Department of Agriculture representative. Mr. John J. Dimond, Fruit and Vegetable Division, Consumer and Marketing Service, will be the Executive Secretary.

4. PRIOR MEMORANDUM SUPERSEDED. This memorandum supersedes Secretary's Memorandum No. 1526, dated January 10, 1963.

Clifford M. Hardin

6. MAJOR MEMORANDUM SUPERSEDED. This memorandum supersedes Secretary's Memorandum No. 1526, dated January 10, 1963.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

April 13 1970

SECRETARY'S MEMORANDUM NO. 1685

FILED

## United States Department of Agriculture -- National Association of State Departments of Agriculture Task Force

A Joint Committee on USDA Cooperative Arrangements with State Departments of Agriculture was established in 1965. The major purpose of this committee was to develop and encourage cooperation between the U. S. Department of Agriculture and State Departments of Agriculture in the many areas of common problems and responsibilities.

Activities of the State Departments of Agriculture frequently involve cooperative arrangements with the U. S. Department of Agriculture in marketing, regulatory, plant and animal disease, and pest control and eradication programs. To bring the experience and knowledge of State Departments of Agriculture to bear on these problems, I have determined that this committee be continued. This committee which is being renamed the United States Department of Agriculture -- National Association of State Departments of Agriculture Task Force will also provide aggressive leadership in implementing recommendations contained in the Project 4 Report of the Federal Assistance Review authorized by Secretary's Memorandum No. 1653, dated May 6, 1969, which developed criteria to achieve greater state participation in agricultural regulatory, inspection and grading programs. The task force also will review and make recommendations for updating policy as it relates to changing programs and emergency needs. Establishment of this task force is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The task force shall terminate two years from the date of this memorandum. Travel and per diem expenses for task force members will be available in accordance with applicable statutes and regulations. The NASDA has authorized use of Association funds up to $1,000 for matching federal funds necessary for expenses of the committee.

The following persons are appointed to this ~~committee~~ Task Force:

| | | |
|---|---|---|
| Under Secretary J. Phil Campbell | Co-Chairman | USDA |
| B. Dale Ball | Co-Chairman | NASDA |
| John P. Orcutt | Executive Secretary | USDA |

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COMMITTEES (USDA - NASDA)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1

Subject: United States Department of Agriculture -- National Association of State Departments of Agriculture Task Force

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The following persons are appointed to this committee:

| | | |
|---|---|---|
| Under Secretary J. Phil Campbell | Co-Chairman | USDA |
| B. Dale Nail | Co-Chairman | NASDA |
| John P. Oreutt | Executive Secretary | USDA |

U. S. Dept. of Agriculture members:

Richard E. Lyng, Assistant Secretary,
Marketing & Consumer Services
Clarence D. Palmby, Assistant Secretary,
International Affairs & Commodity Programs
Thomas K. Cowden, Assistant Secretary,
Rural Development & Conservation
Ned D. Bayley, Director, Science and Education
Don Paarlberg, Director, Agricultural
Economics

NASDA members:

Doyle Conner (Florida)
Jerry W. Fielder (California)
John W. Lewis (Illinois)
Don W. Moos (Washington)
Don J. Wickham (New York)

The task force is expected to meet annually on call of the Co-Chairmen. In view of the joint sponsorship of the task force, its reports and recommendations will be made available both to the U. S. Department of Agriculture and the National Association of State Departments of Agriculture.

Secretary's Memorandum No. 1585 of October 6, 1965, is hereby superseded.

Clifford M. Hardin

U. S. Dept. of Agriculture members:

Richard E. Lyng, Assistant Secretary,
Marketing & Consumer Services
Clarence D. Palmby, Assistant Secretary,
International Affairs & Commodity Programs
Thomas K. Cowden, Assistant Secretary,
Rural Development & Conservation
Ned D. Bayley, Director, Science and Education
Don Paarlberg, Director, Agricultural
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Secretary's Memorandum No. 1585 of October 6, 1965, is hereby superseded.

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

April 17, 1970

SECRETARY'S MEMORANDUM NO. 1686

Federal Procurement and Minority Business Enterprise

President Nixon issued a memorandum on December 5, 1969, urging all Federal agencies to cooperate with, and support, a procurement program for minority business enterprise currently being developed by an interagency task force. The objective of this program is to use Federal procurement as one means for stimulating the development and growth of minority-owned business firms so they can compete successfully in the open market as viable, tax-paying enterprises.

A major part of this program will be coordinated by the Small Business Administration under Section 8(a) of the Small Business Act (15 U.S.C. 637(a)).

Briefly, this involves determining opportunities for placing contracts with minority-owned firms to fill the supply, service, construction or other program needs of an agency. Contracts to fill these requirements are placed with the Small Business Administration which in turn subcontracts performance of the work to minority-owned small business firms.

The Department of Agriculture has set a goal of $300,000 in fiscal year 1970, and $800,000 in fiscal year 1971 for participation in the 8(a) program.

I have asked Joseph Robertson, Assistant Secretary for Administration, to coordinate our participation in this program. Procedural guidelines will be issued in the Federal and Agriculture Procurement Regulations. Agencies whose procurement programs are not governed by the Agriculture Procurement Regulations should be guided by the procedures in those regulations when participating in the 8(a) program.

The President, stating that this program has high priority on this Administration's agenda, has asked that we give it our best attention and effort. I urge each agency to give this program strong support so that we will not only meet, but exceed the goals set for this Department.

Clifford M. Hardin

SECRETARY

CONTRACTS

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

April 17, 1970

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The President, stating that this program has high priority on this Administration's agenda, has asked that we give it our best attention and effort. I urge each agency to give this program strong support so that we will not only meet, but exceed the goals set for this Department.

SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 21 1970

SECRETARY'S MEMORANDUM NO. 1687

Advisory Committee on Hog Cholera Eradication

Public Law 87-209 (21 U.S.C. 114h) authorized and directed the Secretary of Agriculture to establish an advisory committee in conjunction with the initiation of a national hog cholera eradication program.

The function of the committee is to advise the Secretary with respect to the development of plans and procedures for conducting the eradication program.

The statute provides that the committee shall be composed of eleven members selected from representatives of the swine and related industries, State and local government agencies, professional and scientific groups, and the general public, and one member selected from the officers and employees of the Department of Agriculture who shall serve as chairman. The statute further provides that the committee shall meet at the call of the Secretary.

I hereby establish such committee to continue indefinitely. The members of the committee will be appointed by the Secretary for two-year terms. I am designating Dr. F. J. Mulhern, Deputy Administrator Regulatory and Control, Agricultural Research Service, to serve as chairman of the committee.

The statute authorizes the Secretary to pay travel and subsistence expenses of committee members (or per diem in lieu thereof) in connection with their attendance at committee meetings. Funds are available and are hereby authorized for such expenses.

Secretary's Memorandum No. 1493 of February 8, 1962, is hereby superseded.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

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COMMITTEES (Hog Cholera Eradication, advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. [illegible]

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I hereby establish such committee to continue indefinitely. The members of the committee will be appointed by the Secretary for two-year terms. I am designating Dr. T. J. Mullen, Deputy Administrator Regulatory and Control, Agricultural Research Service, to serve as chairman of the committee.

The statute authorizes the Secretary to pay travel and subsistence expenses of committee members (or per diem in lieu thereof) in connection with their attendance at committee meetings. Funds are available and are hereby authorized for such expenses.

Secretary's Memorandum No. 1402 of February 8, 1962, is hereby superseded.

[signature]

April 21 1970

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 22, 1970

# SECRETARY'S MEMORANDUM NO. 1688

## Committee on Processed Foods

This memorandum establishes within the Department of Agriculture a Committee on Processed Foods. The primary function of the Committee is to evaluate proposals for inclusion of specific processed foods in the Department's domestic and foreign donation programs.

BACKGROUND. Secretary's Memorandum No. 1478 dated December 11, 1961, established a Committee on Food Processing in Developing Countries. The function of that Committee was to consider specific research and development proposals concerning food processes for products that might be useful in or for developing countries and to recommend appropriate courses of action. The Department is also involved in furnishing highly nutritious food in domestic distribution programs administered by the Food and Nutrition Service. It will be to the advantage of the Department to have only one Committee to pass on the acceptability of the foods for both programs and to recommend courses of action.

OBJECTIVES. It shall be the function of the Committee to evaluate proposals for inclusion of specific processed foods in the Department's donation programs with the objective of furnishing the most highly nutritious processed foods consistent with needs, budget limitations, cost/benefit ratios, and policies of the Department. It shall also be the objective of the Committee to consider specific research and development proposals concerning development of new processed foods which may be useful in or for developing countries.

MEMBERSHIP. The Committee will consist of the following:

Special Assistant to the Secretary for Nutritional Improvement

Administrator, Agricultural Research Service

Administrator, Agricultural Stabilization and Conservation Service

When evaluating proposals for inclusion of processed foods in the domestic donation programs, the Administrator, Food and Nutrition Service is included as a member of the Committee.

When evaluating proposals pertaining to developing countries, the Administrator, Foreign Economic Development Service, and the Assistant Sales Manager for Commodity Exports, Export Marketing Service, are included as members of the Committee.

The Committee shall be chaired by the Agricultural Stabilization and Conservation Service representative.

The Committee shall designate a Staff Officer. The designated Staff Officer may organize study groups of professional staff members drawn from the Department, AID and other Agencies as circumstances dictate, to assist in evaluating proposals and preparing recommendations to the Committee.

PRIOR MEMORANDUMS CANCELLED. Secretary's Memorandum No. 1478 dated December 11, 1961, and Supplements are hereby cancelled.

Clifford M. Hardin

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

April 28 1970

SECRETARY'S MEMORANDUM NO. 1689

Advance Notification to State and Local Governments
to Proposed Changes in Department Programs

PURPOSE. This Department has a long history of developing and carrying out many of our programs with state and local governments. It is this cooperation which has made these programs so successful.

Because of this cooperative relationship, changes in the nature and manner in which these programs are carried out have a substantial impact on the operations of state and local governments.

It is essential that this Department consult with state and local officials, prior to making changes in USDA programs that would significantly affect state and local government operations.

POLICY. It is the policy of this Department to work in full cooperation with state and local governments on programs of mutual concern. To carry out this policy, Department agencies proposing or contemplating changes in the operation or administration of these programs will provide sufficient advance notification of such intent to the state or local units of government so they will have an opportunity to respond to the proposed changes before a final decision is made.

PROCEDURE. The Assistant Secretaries and Directors are responsible for seeing that this policy is carried out within their respective agencies. They shall establish procedures to assure that state and local governments are consulted on proposed changes in the nature and scope of their programs, which significantly affect State and local government operations.

The Assistant to the Secretary for State Relations and Emergency Preparedness is designated as the responsible USDA official to work with the Advisory Commission on Intergovernmental Relations in carrying out the intent of Bureau of the Budget Circular No. A-85.

In addition he will provide guidelines and assistance to department agencies concerning consultation with States and the requirements of Bureau of the Budget Circular No. A-85.

Clifford M. Hardin

COOPERATION 4

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

SECRETARY'S MEMORANDUM NO. 1489

Advance Notification to State and Local Governments
to Propose Changes in Department Programs

PURPOSE. This Department has a long history of developing and carrying out many of our programs with state and local governments. It is this cooperation which has made these programs so successful.

Because of this cooperative relationship, changes in the nature and manner in which these programs are carried out have a substantial impact on the operations of state and local governments.

It is essential that this Department consult with state and local officials, prior to making changes in USDA programs that would significantly affect state and local government operations.

POLICY. It is the policy of this Department to work in full cooperation with state and local governments on programs of mutual concern. To carry out this policy, Department agencies proposing or contemplating changes in the operation or administration of these programs will provide sufficient advance notification of such intent to the state or local units of government so they will have an opportunity to respond to the proposed changes before a final decision is made.

PROCEDURE. The Assistant Secretaries and Directors are responsible for assuring that this policy is carried out within their respective agencies. They shall establish procedures to assure that state and local governments are consulted on proposed changes in the nature and scope of their programs, which significantly affect State and local government operations.

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In addition he will provide guidelines and assistance to department agencies concerning consultation with States and the requirements of Bureau of the Budget Circular No. A-85.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 27, 1972.

SECRETARY'S MEMORANDUM NO. 1689, REVISED

Advance Notification to State and Local Governments to Proposed Changes in Department Programs

PURPOSE. Because of the cooperative nature of many USDA programs, it is essential that state and local officials have an opportunity to participate in the development of rules and regulations that will affect their operations. It is essential that this Department continue this cooperation when changes in programs and program administration are being considered.

The Office of Management and Budget has prescribed in Circular No. A-85 Revised (dated January 20, 1971) the procedures to be used in "consultation with heads of state and local governments in development of Federal regulations". This memorandum indicates procedures to be used in meeting the requirements of Circular No. A-85 Revised.

POLICY. It is the policy of this Department to work in full cooperation with state and local governments on programs of mutual concern. To carry out this policy, Department agencies proposing or contemplating changes in the operation or administration of these programs will provide sufficient advance notification of such intent to the state or local units of government so they will have an opportunity to respond to the proposed changes before a final decision is made.

PROCEDURE. USDA agencies shall follow the procedures in OMB Circular No. A-85 Revised for consultation on development or revision of Federal regulations affecting state or local governments. At such time as proposals for new or revised Federal agency regulations are provided to the Office of the General Counsel for its review, copies shall be provided to the Office of Intergovernmental Affairs, Office of the Secretary for transmittal to the Advisory Commission on Intergovernmental Relations (ACIR) which is responsible for obtaining comments on such regulations from state and local governments.

The Assistant Secretaries, Directors, and Agency Heads are responsible for seeing that this policy is carried out within their respective agencies. The General Counsel shall advise the Assistant to the Secretary for Intergovernmental Affairs of the receipt for review of any draft regulations affecting state and local governments covered by OMB Circular No. A-85 Revised.

COOPERATION 4

The Assistant to the Secretary for Intergovernmental Affairs shall transmit appropriate draft regulations received from the agencies to the Advisory Commission on Intergovernmental Relations (ACIR) as soon after receipt as possible and shall transmit to the agencies involved comments of state and local governments received through ACIR on such draft regulations.

Secretary's Memorandum No. 1689 dated April 28, 1970 is hereby superseded.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 27, 1972

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Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 2 1970

SECRETARY'S MEMORANDUM NO. 1690

Packers and Stockyards Livestock Committee

Many changes are evolving in methods of marketing livestock and meats. New techniques and channels have been adopted which depart significantly from the traditional and long established marketing practices. These changes have created some serious problems related to the administration of this law. There is a continuing need to reevaluate the adaptability of existing regulations and policies to current marketing methods if the purposes for which the statute was enacted are to be more effectively accomplished.

Any review of regulations and policies should be as realistic and current as possible to reflect present marketing conditions. The advice of both the regulated industries and producers, whom the Act is designed to protect, can be helpful in achieving this objective. Such advice should also assist in identifying major current problems and the determination of appropriate measures for their solution. In order to provide the operating program with such information and counsel in the field of livestock and meat marketing, I hereby establish a Packers and Stockyards Livestock Committee for a term of two years. This Committee is needed in the public interest in connection with the performance of duties and responsibilities carried out by the Department under the Packers and Stockyards Act.

The Committee will meet at the request of the chairman to advise the Department on matters associated with the marketing of livestock and meats, particularly as they relate to the administration of the Act. Members shall be appointed from among persons engaged in producing, marketing, handling, slaughtering and processing livestock, meat or meat products, or in providing services to persons so engaged. Travel and per diem expenses for committee members will be available in accordance with applicable statutes and regulations.

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Committee and the Administrator of the Packers and Stockyards Administration will be the Vice-Chairman, and the Assistant to the Administrator will be Executive Secretary.

Secretary's Memorandum No. 1531 dated March 18, 1963, and its supplements are hereby superseded.

Clifford M. Hardin

COMMITTEES (Packers + Stockyards Livestock)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1540

Packers and Stockyards Livestock Committee

Many changes are evolving in methods of marketing livestock and meats. New techniques and channels have been adopted which depart significantly from the traditional and long established marketing practices. These changes have created some serious problems related to the administration of this law. There is a continuing need to reevaluate the adaptability of existing regulations and policies to current marketing methods if the purposes for which the statute was enacted are to be more effectively accomplished.

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The Committee will meet at the request of the chairman to advise the Department on matters associated with the marketing of livestock and meats, particularly as they relate to the administration of the Act. Members shall be appointed from among persons engaged in producing, marketing, handling, slaughtering and processing livestock, meat or meat products, or in providing services to persons so engaged. Travel and per diem expenses for committee members will be available in accordance with applicable statutes and regulations.

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Secretary's Memorandum No. 1531 dated March 18, 1963, and its supplements are hereby superseded.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 2 1970

SECRETARY'S MEMORANDUM NO. 1691

Packers and Stockyards Poultry Committee

New Trends in Poultry Marketing Practices

Many changes are evolving in methods of marketing poultry and poultry products. New techniques and channels are being adopted which depart significantly from traditional and long established marketing practices. These changes create serious problems related to the administration of the Packers and Stockyards Act. There is a continuing need to evaluate the adaptability of the law to current marketing methods. Regulations under the Act must effectively deal with poultry marketing problems related to the administration of this law.

Revision of Program Desirable

Any revisions of the poultry program should be made as realistic and current as possible to reflect the present marketing conditions. The advice of both the regulated industry and producers, whom the Act is designed to protect, can be helpful in achieving this objective. Such advice should also assist in identifying major current problems and the determination of appropriate measures for their solution.

Committee Established

In order to provide the operating program with such information and counsel in the field of poultry marketing, I hereby establish a Packers and Stockyards Poultry Committee for a term of two years from this date. This Committee is needed in the public interest in connection with the performance of duties and responsibilities carried out under the Packers and Stockyards Act. The Committee will meet at the request of the chairman to advise the Department on matters associated with the marketing of poultry and poultry products, particularly as they relate to the administration of the Act. Members of the Committee shall be appointed by me from among persons engaged in producing, marketing, handling, slaughtering and processing poultry and poultry products, or in providing services to persons so engaged. Members shall be eligible for reimbursement of travel and per diem expenses in accordance with applicable statutes and regulations.

Committee Members

The Assistant Secretary for Marketing and Consumer Services, will be the Chairman of the Committee, the Administrator of Packers and Stockyards Administration, will be the Vice Chairman, and the Assistant to the Administrator will be Executive Secretary.

COMMITTEES (Packers & Stockyards Poultry)

Secretary's Memorandum No. 1635, dated May 1, 1968, is hereby superseded.

Clifford M. Hardin

Secretary's Memorandum No. 1635, dated May 1, 1908, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

May 8 1970

SECRETARY'S MEMORANDUM NO. 1692

Industry Advisory Committee on Foot-and-Mouth Disease

The United States must be on constant guard to prevent the unauthorized movement across its boundaries of animals and other products such as fresh meat, ship's garbage, animal byproducts, hay and straw which may carry the virus of foot-and-mouth disease. If this disease should gain entrance to this country, it would disastrously affect all sections of the country and all walks of life.

In order to bring the experience and knowledge of ranchers, cattle feeders, and representatives of the cattle industry to bear on problems related to prevention, control, and eradication programs of foot-and-mouth disease, I have determined that the Industry Advisory Committee on Foot-and-Mouth Disease be continued. This committee was originally established in 1947 based on mutual agreement of need for this committee by this Department and the Mexican-United States Agricultural Commission. Reestablishment of this committee is in the public interest in connection with the performance of the duties and responsibilities of this Department.

The function of this committee shall be to counsel and advise the Secretary regarding program operations or measures to prevent, suppress, control, or eradicate an outbreak of foot-and-mouth disease in this country.

The committee shall terminate two years from the date of this memorandum, subject to extension. Travel and per diem expenses for committee members will be available in accordance with applicable regulations and procedures of the Department.

The Director, Science and Education, or his designee, will be Chairman. The Administrator, Agricultural Research Service, or his designee, will be Vice Chairman. A member of the Agricultural Research Service will serve as Executive Secretary of the committee. The committee will meet at the call of the Chairman.

Committee members will be appointed by the Secretary. Membership on the committee shall include but not be limited to ranchers, cattle feeders, and other representatives of the cattle industry.

Clifford M. Hardin

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Secretary's Record & Comm.Div.

COMMITTEES (Foot & Mouth Disease Industry Adv

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO.

Industry Advisory Committee on Foot-and-Mouth Disease

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 18 1970

SECRETARY'S MEMORANDUM NO. 1693

Office of Intergovernmental Affairs

1. PURPOSE. This memorandum establishes the Office of Intergovernmental Affairs and outlines the responsibilities of this office.

2. ORGANIZATION. The Office of Intergovernmental Affairs is under the direction of John P. Orcutt, Assistant to the Secretary for Intergovernmental Affairs and will be concerned with coordination of programs involving State and local government relations; Intergovernmental Liaison; and Emergency Preparedness. Each of these functions will be under the direction of a Deputy Assistant who will maintain liaison with other Federal Departments, State and local officials, and organizations of such officials on matters involving intergovernmental relations and emergency preparedness programs.

3. URGENCY. Many USDA programs are conducted cooperatively with State and Local Governments and others affect decision making processes of State and local governments. Because of the multiplicity of such programs, coordination at the Federal level is a prime requisite. The Bureau of the Budget has directed all Government Agencies to obtain the advice and comments of State and Local Government officials on significant Federal rules, regulations, standards, procedures, and guidelines which involve Federal Assistance Programs. Regulations concerning administration of the programs affecting the conduct of State and local affairs include the management, organization, planning, program adjustments and fiscal administrative systems in the States. Participation by State and Local Government officials can help make programs work at the local level more effectively, but diversities in structure, legal authorities, financing ability and degree of concern and interest among the various States and localities require special considerations and actions on the part of USDA. The Federal support role in training, information, legal, scientific and administrative assistance must be strengthened.

4. LIAISON RESPONSIBILITIES. To provide coordination in USDA contacts with State and local officials and with Federal executives concerned with intergovernmental relations the Assistant to the

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

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Secretary for Intergovernmental Affairs will maintain liaison with:

National Association of State Departments of Agriculture (NASDA)
Office of Emergency Preparedness
Office of Intergovernmental Relations
The Council of State Governments
National Governors Conference
National Association of Counties
National League of Cities
International City Managers Association
U. S. Conference of Mayors
Advisory Commission on Intergovernmental Relations
Other Agencies and Departments in carrying out the responsibilities of this Office.

Assistant Secretaries, Group Directors and Administrators of Agencies of the Department will work closely with the Assistant to the Secretary for Intergovernmental Affairs on programs involving State and local governments, emergency preparedness and liaison with the Executive Office of Intergovernmental Relations. This Office, in turn, will undertake or facilitate necessary contacts outside of this Department, as may be appropriate.

Secretary's Memorandum No. 1551, dated January 28, 1964, and any previous directives issued which relate to these liaison responsibilities, are hereby superseded.

Clifford M. Hardin

CLIFFORD M. HARDIN
Secretary

Secretary for Intergovernmental Affairs will maintain liaison with:

National Association of State Departments of Agriculture (NASDA)
Office of Emergency Preparedness
Office of Intergovernmental Relations
The Council of State Governments
National Governors Conference
National Association of Counties
National League of Cities
International City Managers Association
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CLIFFORD M. HARDIN
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 12, 1971

SECRETARY'S MEMORANDUM NO. 1693, SUPPLEMENT 1

Office of Intergovernmental Affairs

1. PURPOSE. This memorandum realigns the organization and functions of the Office of Intergovernmental Affairs and assigns certain new functions to it. The Office continues under the direction of the Assistant to the Secretary for Intergovernmental Affairs.

2. REALIGNMENT OF ORGANIZATION AND FUNCTIONS. The coordination of programs involving State and local government relations, intergovernmental liaison, and emergency preparedness will be administered on an area basis by Directors headquartered at Washington, D. C. (Eastern Area) and Denver, Colorado, (Western Area).

The Eastern Area will embrace Office of Emergency Preparedness Regions 1, 2, 3, and 4. The Western Area will embrace Office of Emergency Preparedness Regions 5, 6, 7, and 8. A map of the two Areas is attached. The coordination of these programs by the present three Deputy Assistants to the Assistant to the Secretary for Intergovernmental Affairs will be discontinued.

3. NEW FUNCTIONS ASSIGNED. The following new functions are assigned to the Office of Intergovernmental Affairs:

a. The establishment of procedures whereby the Department can react immediately when notified of a civil defense or natural disaster emergency by means of an Emergency Duty Officer system.

b. Maintenance of emergency relocation facilities and resources in a constant state of readiness.

4. MANAGEMENT SUPPORT ACTIVITIES. Support activities, such as accounting, budget, personnel, and other administration services, which are required by the Office of Intergovernmental Affairs will be provided by the Office of Management Services.

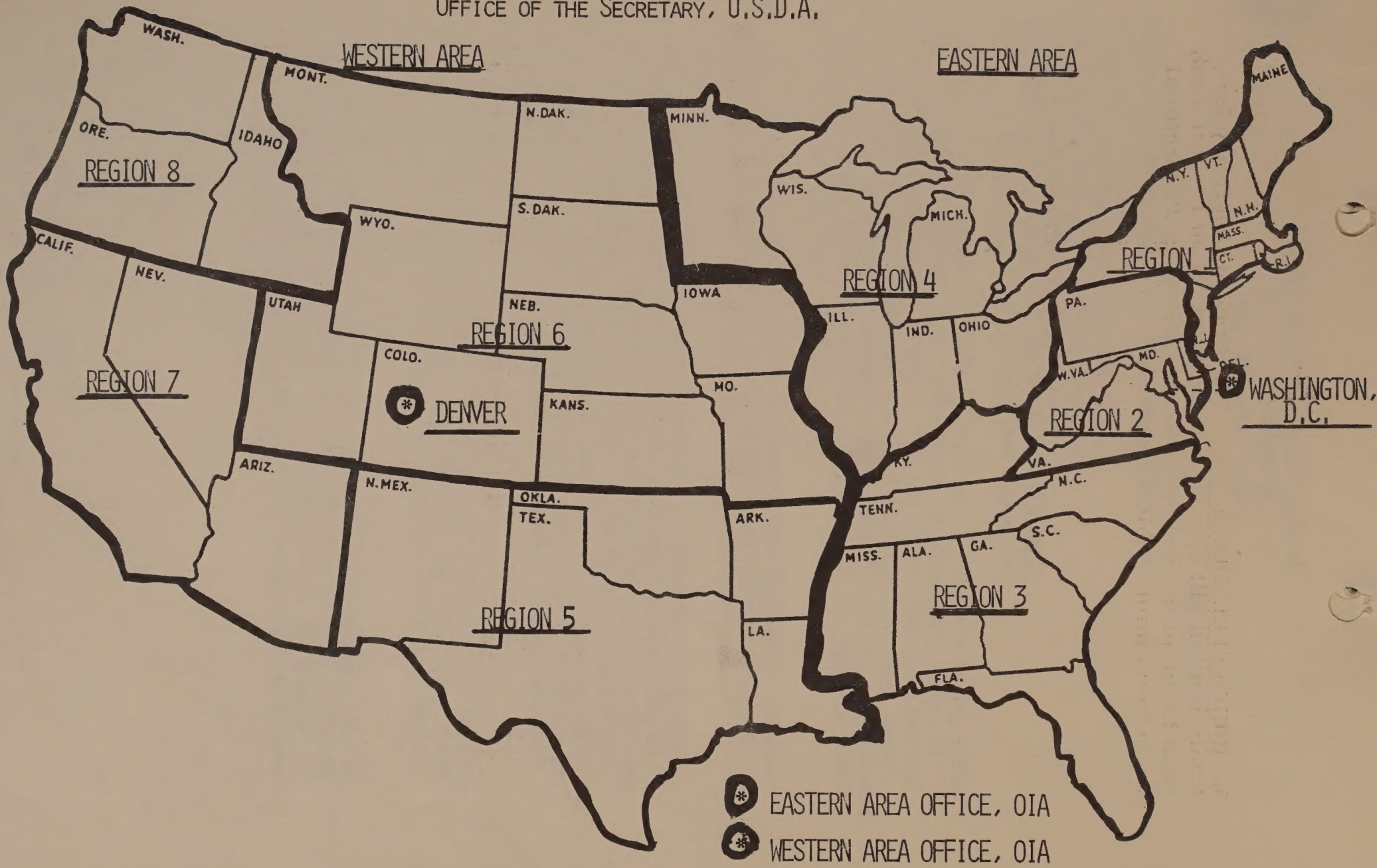
5. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, personnel, records, property, and space as are involved in the functional assignments made in this memorandum.

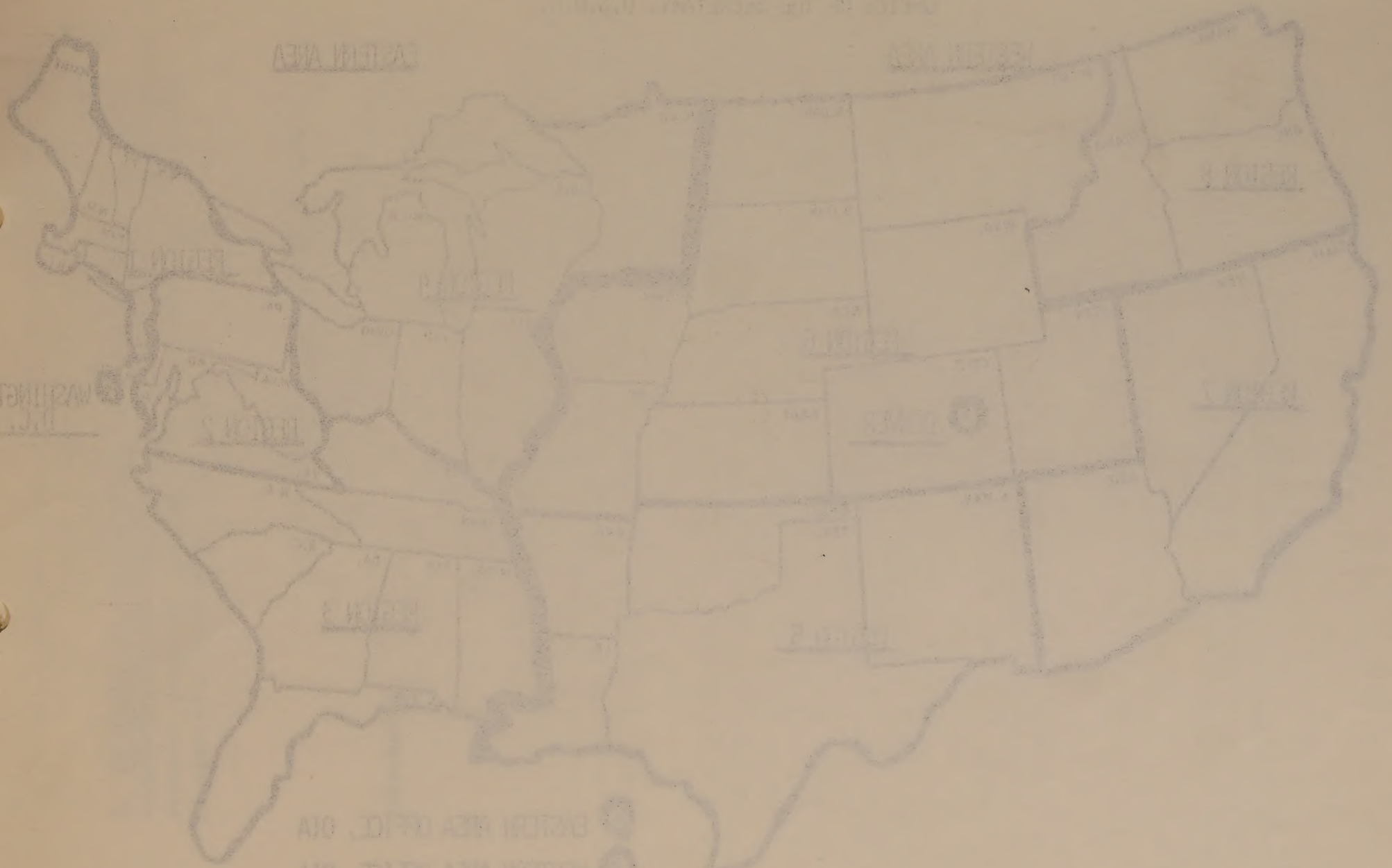
Clifford M. Hardin

Secretary of Agriculture

Attachment

# OFFICE OF INTERGOVERNMENTAL AFFAIRS
## OFFICE OF THE SECRETARY, U.S.D.A.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

JUL 23 1971

Subject: Secretary's Memorandum No. 1693, Supplement 1

To: Thomas K. Cowden, Assistant Secretary
Clarence D. Palmby, Assistant Secretary
Richard E. Lyng, Assistant Secretary
Don Paarlberg, Director of Agricultural Economics
Ned D. Bayley, Director of Science and Education

Secretary's Memorandum No. 1693, Supplement 1, dated July 12, 1971, outlines the realignment and organization of functions of the Office of Intergovernmental Affairs. In the field, the coordination of programs involving State and local government relations, intergovernmental liaison, and emergency preparedness will be administered on an Area basis, headquartered in Washington, D. C. (Eastern Area) and in Denver, Colorado (Western Area).

We are now establishing procedures whereby the Department can react immediately when notified of civil defense and natural disaster emergencies by means of an Emergency Duty Officer system.

An Emergency Duty Officer Roster is being established which will designate an individual who will serve as Emergency Duty Officer to receive reports of emergencies on a twenty-four hour, 7-day week basis. The proposed procedures direct the Emergency Duty Officer to advise the appropriate Assistant Secretary of a reported emergency, along with details of the situation and request a follow-up report from the field via the appropriate Agency Administrator or his designee.

We need to have the names of your designee and alternate to receive these reports from the Emergency Duty Officer and the names of the designee and alternate for each of the Agencies under your jurisdiction.

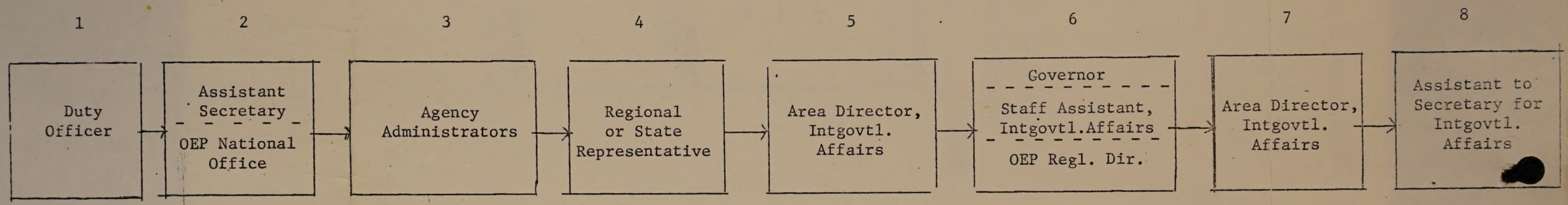
As additional details are worked out you will be notified. In the meantime, we would appreciate receiving the names of your personal designee and alternate who would act in response to emergencies. We would also like to have the names of the designee and alternate for each Agency under your jurisdiction.

FRANK B. ELLIOTT
Assistant Secretary
for Administration

Attachment: Proposed Duty Officer
Notification Chart and Procedures
and Emergency Duty Officer Report Form

ORGANIZATION (Intergovernmental Affairs Office of)

U.S.D.A. CHAIN OF COMMAND AND PROCEDURE TO BE FOLLOWED IN CIVIL DEFENSE AND NATURAL DISASTER EMERGENCIES




1. Duty Officer — Assesses disaster situation.

   Contacts Assistant Secretary(s)

   Maintains liaison with National Office of Emergency Preparedness

   ↓

2. Assistant Secretary(s) — Contacts Agency Administrator(s)

   ↓

3. Agency Administrator(s) — Contacts Regional or State Representative.

   ↓

4. Regional or State Representative — Works with Area Director, Office of Intergovernmental Affairs

5. Area Director, Intergovernmental Affairs — Contacts the Governor.

   Directs Staff Assistant to visit disaster area and works with Federal and State Officials.

   Maintains liaison with Regional Director, OEP.

   ↓

6. Staff Assistant to Area Director, Intergovernmental Affairs — Works with Federal and State Officials

   Submits detailed report on disaster to Area Director, Intergovernmental Affairs.

   ↓

7. Area Director, Intergovernmental Affairs — Submits report to the Assistant to Secretary for Intergovernmental Affairs.

# EMERGENCY REPORT

A. DATE - TIME - LOCATION:

B. TYPE OF REPORT:

SITUATION

C. REPORTED BY: RECEIVED BY: TIME:

D. NOTIFICATION RECORD:

| OFFICE | PERSON | NOTIF. | OFFICE | PERSON | NOTIF. |
|---|---|---|---|---|---|
| ASSIST. SECRETARY R.D. & C. | | | ASSIST. SECRETARY S. & E. | | |
| F.S. | | | ARS | | |
| F.H.A. | | | ES | | |
| R.E.A. | | | | | |
| S.C.S. | | | ASSIST. SECRETARY FOR ADMINISTRATION | | |
| ASSIST. SECRETARY I.A. & C.P. | | | SPECIAL ASSISTANT TO SECRETARY | | |
| ASCS | | | ASSISTANT TO SECRETARY FOR: | | |
| | | | PUBLIC AFFAIRS | | |
| ASSIST. SECRETARY M. & C.S. | | | CIVIL RIGHTS | | |
| C&MS | | | OTHER: OB&F | | |
| | | | OIG | | |
| | | | OP | | |
| | | | OMS | | |
| | | | P&O | | |

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1693, SUPPLEMENT 1

Office of Intergovernmental Affairs

1. PURPOSE. This memorandum realigns the organization and functions of the Office of Intergovernmental Affairs and assigns certain new functions to it. The Office continues under the direction of the Assistant to the Secretary for Intergovernmental Affairs.

2. REALIGNMENT OF ORGANIZATION AND FUNCTIONS. The coordination of programs involving State and local government relations, intergovernmental liaison, and emergency preparedness will be administered on an area basis by Directors headquartered at Washington, D. C. (Eastern Area) and Denver, Colorado, (Western Area).

The Eastern Area will embrace Office of Emergency Preparedness Regions 1, 2, 3, and 4. The Western Area will embrace Office of Emergency Preparedness Regions 5, 6, 7, and 8. A map of the two Areas is attached. The coordination of these programs by the present three Deputy Assistants to the Assistant to the Secretary for Intergovernmental Affairs will be discontinued.

3. NEW FUNCTIONS ASSIGNED. The following new functions are assigned to the Office of Intergovernmental Affairs:

a. The establishment of procedures whereby the Department can react immediately when notified of a civil defense or natural disaster emergency by means of an Emergency Duty Officer system.

b. Maintenance of emergency relocation facilities and resources in a constant state of readiness.

4. MANAGEMENT SUPPORT ACTIVITIES. Support activities, such as accounting, budget, personnel, and other administration services, which are required by the Office of Intergovernmental Affairs will be provided by the Office of Management Services.

5. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, personnel, records, property, and space as are involved in the functional assignments made in this memorandum.

Clifford M. Hardin

July 12, 1971

Attachment

ORGANIZATION / (Intergovernmental Affairs)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1093, SUPPLEMENT 1

Office of Intergovernmental Affairs

1. PURPOSE. This memorandum realigns the organization and functions of the Office of Intergovernmental Affairs and assigns certain new functions to it. The Office continues under the direction of the Assistant to the Secretary for Intergovernmental Affairs.

2. REALIGNMENT OF ORGANIZATION AND FUNCTIONS. The coordination of programs involving State and local government relations, intergovernmental liaison, and emergency preparedness will be administered on an area basis by Directorates headquartered at Washington, D. C. (Eastern Area) and Denver, Colorado, (Western Area).

The Eastern Area will embrace Office of Emergency Preparedness Regions 1, 2, 3, and 4. The Western Area will embrace Office of Emergency Preparedness Regions 5, 6, 7, and 8. A map of the two Areas is attached. The coordination of these programs by the present three Deputy Assistants to the Assistant to the Secretary for Intergovernmental Affairs will be discontinued.

3. NEW FUNCTIONS ASSIGNED. The following new functions are assigned to the Office of Intergovernmental Affairs:

a. The establishment of procedures whereby the Department can react immediately when notified of a civil defense or natural disaster emergency by means of an Emergency Duty Officer system.

b. Maintenance of emergency relocation facilities and resources in a constant state of readiness.

4. MANAGEMENT SUPPORT ACTIVITIES. Support activities, such as accounting, budget, personnel, and other administration services, which are required by the Office of Intergovernmental Affairs will be provided by the Office of Management Services.

5. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, personnel, records, property, and space as are involved in the functional assignments made in this memorandum.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 15 1971

SECRETARY'S MEMORANDUM NO. 1693, SUPPLEMENT 2

Office of Intergovernmental Affairs

1. Purpose. To redefine the Eastern and Western geographic areas of the Office of Intergovernmental Affairs to correlate the boundaries with the Office of Emergency Preparedness Regions.

2. The Eastern Area will embrace Office of Emergency Preparedness Regions 1, 2, 3, 4, and 5. The Western Area will embrace Office of Emergency Preparedness Regions 6, 7, 8, 9, and 10. A revised map of the two Areas is attached. Paragraph 2 of Secretary's Memorandum No. 1693, Supplement 1, dated July 12, 1971, is amended accordingly.

Attachment

Clifford M. Hardin

ORGANIZATION 1 (Intergovernmental Affairs, Office of)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 15 1971

SECRETARY'S MEMORANDUM NO. 1693, SUPPLEMENT 2

Office of Intergovernmental Affairs

1. Purpose. To redefine the Eastern and Western geographic areas of the Office of Intergovernmental Affairs to correlate the boundaries with the Office of Emergency Preparedness Regions.

2. The Eastern Area will embrace Office of Emergency Preparedness Regions 1, 2, 3, 4, and 5. The Western Area will embrace Office of Emergency Preparedness Regions 6, 7, 8, 9, and 10. A revised map of the two Areas is attached. Paragraph 2 of Secretary's Memorandum No. 1693, Supplement 1, dated July 12, 1971, is amended accordingly.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 2 8, 1972.

SECRETARY'S MEMORANDUM NO. 1693, SUPPLEMENT 3

Office of Intergovernmental Affairs

1. PURPOSE. This memorandum realigns the organization and functions of the Office of Intergovernmental Affairs and adds the function of USDA Liaison Representative to the Federal Regional Council.

2. REALIGNMENT OF ORGANIZATION AND FUNCTIONS. The coordination of programs involving state and local government relations, intergovernmental liaison, and emergency preparedness has been administered through an Eastern and Western Area Office with the United States divided into an Eastern and Western geographical area. The Eastern and Western Area Offices are being abolished and these functions will be administered on a regional basis by the Assistant to the Secretary for Intergovernmental Affairs through Regional Representatives headquartered in each of the 10 Federal Regional Council areas. Each representative will serve as the USDA Liaison Representative for the Federal Regional Council. A map of the 10 Federal Regions is attached.

This supplement amends paragraphs 1 and 2 and rescinds the map attached to Secretary's Memorandum No. 1693, Supplement 1 dated July 12, 1971. It also rescinds Secretary's Memorandum No. 1693, Supplement 2 dated October 15, 1971.

Earl L. Butz
Secretary of Agriculture

Attachment

ORGANIZATION (Intergovernmental Affairs, Office of)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 18 1970

SECRETARY'S MEMORANDUM NO. 1694

Coordination for Youth Programs and Activities

This memorandum establishes the Coordinator of Youth Opportunities in Science and Education, Office of the Secretary. Dr. N. P. Ralston, Associate Director of Science and Education, is designated as Coordinator of Youth Opportunities in addition to his other activities.

The Department has always had a great concern for the growth, development and well-being of youth. The Department is concerned for youth as members of families and as individuals. The concern is for youth to be able to help themselves to develop those qualities necessary for greater productivity and for them to become future leaders to serve all areas of agriculture as well as to contribute to the total society. Today young men and women are playing an increasingly greater role in the affairs of our culture. The Department recognizes these facts and through this action it intends to provide greater opportunities for youth to participate in its programs and activities.

Each Assistant Secretary and Director of my Office is requested to name by May 15 the appropriate person or persons to represent their respective agencies on a USDA Interagency Committee for Youth Opportunities to work with the Coordinator of Youth Opportunities on innovative approaches on current programs as well as on new ones for the future.

The Coordinator shall assist the Secretary as needed with regard to activities of various White House committees and other Cabinet level action of the Office of the Secretary.

The Department has active programs of its own and in cooperation with other Federal agencies aimed at assisting college students and college graduates such as cooperative work study programs and college graduate and postgraduate recruitment programs. The programs of the Department which reach the largest number of young people are those conducted in cooperation with the Land-Grant universities through the Cooperative Extension Service and those of the Forest Service and the Soil Conservation Service.

Young men and young women need opportunities to develop their capabilities and skills. The Department of Agriculture with its broad decentralized programs and activities can provide excellent opportunities and we must expand our efforts to assist the youth of our country.

Clifford M. Hardin

EDUCATION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1647

Coordination for Youth Programs and Activities

This memorandum establishes the Coordinator of Youth Opportunities in Science and Education, Office of the Secretary. Dr. H. P. Kalstad, Associate Director of Science and Education, is designated as Coordinator of Youth Opportunities in addition to his other activities.

The Department has always had a great concern for the growth, development and well-being of youth. The Department is concerned for youth as members of families and as individuals. The concern is for youth to be able to help themselves to develop those qualities necessary for greater productivity and for them to become future leaders to serve all areas of agriculture as well as to contribute to the total society. Today young men and women are playing an increasingly greater role in the affairs of our culture. The Department recognizes these facts and through this action it intends to provide greater opportunities for youth to participate in its programs and activities.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

July 13, 1973.

SECRETARY'S MEMORANDUM NO. 1694

RESCISSION NOTICE

Coordination for Youth Programs and Activities

The USDA Interagency Committee for Youth Opportunities and the Position of Coordinator of Youth Opportunities were established on May 18, 1970. A review has determined that the Committee and the Coordinator have served the need for which established and therefore are terminated.

Secretary's Memorandum No. 1694, dated May 18, 1970, is hereby rescinded.

Earl L. Butz

Earl L. Butz
Secretary

EXTENSION WORK

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

July 13, 1978.

SECRETARY'S MEMORANDUM NO. 1694

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Coordination for Youth Programs and Activities

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Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

May 28 1970

SECRETARY'S MEMORANDUM NO. 1695

Protecting and Improving the Quality of the Environment

1. BACKGROUND. Plants, animals, fish, wildlife and micro-organisms and the soil, water, air, and landscapes they share must be protected and managed so that the production and derivation of farm, range, and forest products and benefits will assure and increase the ecological utility and productive capacity of these resources. Forests, wild lands, wetlands, natural areas, farms, ranches, and rural communities must continue to provide water, wildlife habitat, recreation areas, energy sources, transportation routes, diverse employment opportunities, space for living with amenities and services and scenic beauty, while producing food, fiber, and forest products as needed.

2. POLICY. It is the policy of the Department of Agriculture to direct its programs toward managing the environment for the widest range of beneficial uses without its degradation or risk to health or safety or other undesirable consequences.

Department programs vitally affect the conservation and management of the Nation's land, water, and related biological, recreational, and esthetic resources. The Department must give increased attention to protecting and improving the quality of the environment in addition to its responsibilities for producing food, feed, fiber, and forest products; maintaining income and employment; and providing amenities and services.

In its efforts to protect and improve the environment, the Department will coordinate its activities and programs with those of other public and private agencies and individuals. It will continue to act in concert with Federal and State agencies, land-grant colleges and universities, other educational and social institutions, conservation and other districts, private organizations, farmers, ranchers, and other land owners and users. It will provide its competences as needed in dealings of the United States with other countries and international organizations.

The Department will insure that its own facilities are designed, operated, and maintained and its programs conducted in ways to provide leadership in the nationwide effort to protect the quality of our environment.

3. IMPLEMENTATION. In fulfilling its responsibilities concerning the environment, all agencies of the Department will direct special attention to those programs which contribute to protecting and improving the quality of the environment. These programs include but are not limited to:

ENVIRONMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1695

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The Department will insure that its own facilities are designed, operated, and maintained and its programs conducted in ways to provide leadership in the nationwide effort to protect the quality of our environment.

3. IMPLEMENTATION. In fulfilling its responsibilities concerning the environment, all agencies of the Department will direct special attention to those programs which contribute to protecting and improving the quality of the environment. These programs include but are not limited to:

a. Protecting man, crops, livestock, forests, and the environment from pests -- insects, weeds, diseases -- fire, wind, and water in a manner safe for both man and the environment.

b. Using range and forest land not only for efficiently producing commodities, but also for yielding water, wildlife habitat, recreation, scenic beauty, and other amenities.

c. Providing services -- electricity, water systems, sewage treatment, telephones and housing, technical assistance, extension education, and information.

To these must be added:

d. Preventing, controlling, and ameliorating pollution and eventually recycling and reusing wastes -- from accumulated animal, crop and processing wastes; sediment; sewage; solid wastes from cities and industries; pesticide residues; smoke from wildfires and forest and crop residue burning; pollens; and natural toxicants.

e. Investigating and providing information on interactions between man and his environment necessary to the development and application of knowledge and technology essential to wise management of the environment.

In accordance with the objectives outlined above, the Department will propose and implement as authorized, new policies and programs in order to protect and improve the quality of our environment.

This memorandum replaces Secretary's Memorandum No. 1631 of March 19, 1968.

Clifford M. Hardin

a. Protecting man, crops, livestock, forests, and the environment from pests -- insects, weeds, diseases -- fire, wind, and water in a manner safe for both man and the environment.

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In accordance with the objectives outlined above, the Department will propose and implement as authorized, new policies and programs in order to protect and improve the quality of our environment.

This memorandum replaces Secretary's Memorandum No. 1021 of March 19, 1968.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 4 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 1

OFFICIAL SECRETARY'S FILES
FILES

Coordinator of Environmental Quality Activities

This memorandum designates Theodore C. Byerly, Assistant Director, Science and Education, Office of the Secretary, as Coordinator of Environmental Quality Activities of the Department of Agriculture. David J. Ward, Science and Education Staff, is Assistant Coordinator.

This action is pursuant to the Department's policy of concern for and action to conserve and improve the quality of the environment and to cooperate with other Federal, State, and local agencies in environmental quality matters of mutual concern.

The Coordinator shall assist the Secretary as needed with regard to activities of the Council on Environmental Quality. He shall assist in monitoring, evaluating, and controlling USDA activities-- including implementing the National Environmental Policy Act of 1969, P.L. 91-190, and associated Executive Orders 11507 and 11514--so as to protect and enhance the quality of the environment.

As a principal means of accomplishing coordination, the Coordinator shall, as Chairman of the Environmental Quality Executive Committee established by Secretary's Memorandum No. 1695, Supplement 2, develop interagency advice for the Secretary and where appropriate arrange and accomplish multiagency and Department-level studies, reports, and recommendations regarding: Department policy, multiagency planning, environmental cooperative programs with other Federal agencies and with other State and local agencies and private organizations, environmental statements, responses to directives, inquiries and proposed legislation and USDA proposals as needed.

The Coordinator of Environmental Quality Activities shall participate as a member or alternate for the Department in interdepartmental and international environmental quality committees and task forces including, but not limited to, such committees and task forces as may be established by the Council on Environmental Quality and the Federal Council for Science and Technology, and shall represent the Office of the Secretary on interdepartmental working groups on pesticides.

He shall establish and maintain relations with appropriate national, scientific, conservation, industry, and farm organizations and other groups and individuals on matters involving environmental quality activities of the Department.

ENVIRONMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 1

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He shall establish and maintain relations with appropriate national, scientific, conservation, industry, and farm organizations and other groups and individuals on matters involving environmental quality activities of the Department.

Environmental quality includes those activities concerned with the inadvertent and planned effects of man on the environment and those qualities of the environment affecting man, farms, crops, forests, and associated waters, wetlands, wildlands, livestock, dwelling places, communities, fish, birds, insects, and other wildlife. Environmental quality includes quality of air, water, soil, and the living things in or on them.

The Department is especially concerned with prevention or amelioration of damage to air, soil, water, man, and other life forms resulting from agricultural, forestry, and other rural activities; with the effects of pesticide and other chemical residues; and with smoke, dust, sediment, manure, and other wastes. It is concerned with industrial and other non-agricultural activities which degrade or pollute the rural environment.

This memorandum replaces Secretary's Memorandum No. 1670 of November 19, 1969.

Clifford M. Hardin

Environmental quality includes those activities concerned with the inadvertent and planned effects of man on the environment and those qualities of the environment affecting man, farms, crops, forests, and associated waters, wetlands, wildlands, livestock, dwelling places, communities, fish, birds, insects, and other wildlife. Environmental quality includes quality of air, water, soil, and the living things in or on them.

The Department is especially concerned with prevention or amelioration of damage to air, soil, water, man, and other life forms resulting from agricultural, forestry, and other rural activities; with the effects of pesticide and other chemical residues; and with smoke, dust, sediment, manure, and other wastes. It is concerned with industrial and other non-agricultural activities which degrade or pollute the rural environment.

This memorandum replaces Secretary's Memorandum No. 1070 of November 19, 1969.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 4 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 2

Environmental Quality Executive Committee

OFFICIAL SECRETARY'S FILES
FILES

This memorandum continues within the Department of Agriculture an Environmental Quality Executive Committee. The primary function of this standing committee is to coordinate the Department's interests and responsibilities in the Nation's effort to assure a quality environment for all people.

BACKGROUND. There is a rapidly growing national and international awareness of and concern about quality of the environment. In May 1969 the President signed into law the National Environmental Policy Act of 1969. A new Council on Environmental Quality was created as a result of that Act. The Congress has authorized many other programs over the years to improve our environment. It has reflected its continuing concerns, and those of the general public, about the environment through additional legislative action on the subject.

The Department's authority and responsibility for research, education, and action programs concern the countryside--the people and renewable resources of rural America. In addition, those programs concern several aspects of urban America, such as erosion control and drainage in new housing and industrial developments; the many types of vegetation that enhance our streets, lawns, and parks; and the recovery and reuse of agriculturally-derived raw materials from urban and industrial wastes. USDA programs vitally affect the conservation and management of the bulk of the Nation's land, water, and related biological, recreational, and esthetic resources.

OBJECTIVES. The objectives of the Executive Committee are to foster increased USDA awareness of and responsiveness to environmental quality considerations in developing and operating its programs; assist in implementing the National Environmental Policy Act of 1969, P.L. 91-190, and related Executive Orders 11507 and 11514; assist the Council on Environmental Quality and insure that it has the benefit of USDA experience and competence; provide leadership in national and international actions and forums to protect and enhance the environment; and afford a focal point in the Department for contacts by public and private organizations involved with or concerned about the environment.

FUNCTIONS. The Committee will advise the Secretary and where appropriate lead or conduct multiagency and Department-level studies to develop

information and make reports and recommendations regarding environmental quality with respect to:

1. Departmental policy

   a. Development
   b. Implementation
   c. Modification

2. USDA programs

   a. Departmentwide or multiagency planning and coordination
   b. Cooperative programs with other Federal, State, and local agencies and private organizations
   c. Environmental statements

3. Executive and legislative action

   a. Responses to directives, inquiries, and proposed legislation
   b. Environmental statements
   c. USDA proposals as needed

COMMITTEE STRUCTURE.

Leadership

Office of the Secretary ) Theodore C. Byerly, CHAIRMAN
) Alfred L. Edwards, VICE CHAIRMAN

S&ES ) David J. Ward, EXECUTIVE DIRECTOR

Member Agencies

ARS, ASCS, C&MS, CSRS, ERS, ES, FHA, FNS, FS, REA, SCS

1. Each agency head shall designate a member of his immediate staff and an alternate who shall participate fully in Committee activities and have authority to speak for their agency on day to day environmental matters

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be needed to effectively deal with Department level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

B&F )
OGC )
INF )
P&O )
PEPS )
S&ES )

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

From time to time other agencies of the Department may be asked to attend Committee meetings and advise on items of significance to such agencies.

This memorandum replaces Secretary's Memorandum No. 1664 of October 3, 1969. Agencies are not required to rename members of the Environmental Quality Executive Committee.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 26, 1972.

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 1 (Rev.)

Coordinator of Environmental Quality Activities

This memorandum designates Theodore C. Byerly, Assistant Director, Science and Education, Office of the Secretary, as Coordinator of Environmental Quality Activities of the Department of Agriculture. Fred H. Tschirley, Science and Education Staff, is Assistant Coordinator.

This action is pursuant to the Department's policy of concern for and action to conserve and improve the quality of the environment and to cooperate with other Federal, State, and local agencies in environmental quality matters of mutual concern.

The Coordinator shall assist the Secretary as needed with regard to activities of the Council on Environmental Quality. He shall assist in monitoring, evaluating, and controlling USDA activities--including implementing the National Environmental Policy Act of 1969 (P.L. 91-190) and associated Executive Orders 11507 and 11514--so as to protect and enhance the quality of the environment.

As a principal means of accomplishing coordination, the Coordinator shall, as Chairman of the Environmental Quality Executive Committee established by Secretary's Memorandum No. 1695, Supplement 2, develop interagency advice for the Secretary and where appropriate arrange and accomplish multiagency and Department-level studies, reports, and recommendations regarding: Department policy, multiagency planning, environmental cooperative programs with other Federal agencies and with other State and local agencies and private organizations, environmental statements, responses to directives, inquiries and proposed legislation and USDA proposals as needed.

The Coordinator of Environmental Quality Activities shall participate as a member or alternate for the Department in interdepartmental and international environmental quality committees and task forces including, but not limited to, such committees and task forces as may be established by the Council on Environmental Quality and the Federal Council for Science and Technology. The Assistant Coordinator shall represent the Office of the Secretary on interdepartmental working groups on pesticides.

ENVIRONMENT

The Coordinator of Environmental Quality Activities shall establish and maintain relations with appropriate national, scientific, conservation, industry, and farm organizations, and other groups and individuals on matters involving environmental quality activities of the Department.

Environmental quality includes those activities concerned with the inadvertent and planned effects of man on the environment and those qualities of the environment affecting man, farms, crops, forests, and associated waters, wetlands, wildlands, livestock, dwelling places, communities, fish, birds, insects, and other wildlife. Environmental quality includes quality of air, water, soil, and the living things in or on them.

The Department is especially concerned with prevention or amelioration of damage to air, soil, water, man, and other life forms resulting from agricultural, forestry, and other rural activities; with the effects of pesticide and other chemical residues; and with smoke, dust, sediment, manure, and other wastes. It is concerned with industrial and other nonagricultural activities which degrade or pollute the rural environment.

This memorandum replaces Supplement 1 of Secretary's Memorandum No. 1695, of August 4, 1970.

Earl L. Butz

Earl L. Butz
Secretary

Earl L. Butz
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 4 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 3

Prevention, Control and Abatement of Air and Water Pollution at Federal Facilities

OFFICIAL SECRETARY'S FILES

The President issued Executive Order 11507 on February 5, 1970, directing that Federal agencies design, operate, and maintain their facilities in a way that will provide leadership in the nationwide effort to protect and enhance the quality of our environment.

The Order sets standards and establishes procedures agencies are to follow in abating air and water pollution at their facilities. It also provides that agencies will develop and publish procedures to ensure that facilities under their jurisdiction are in conformity with the Order. The Director of Plant and Operations shall be responsible for general Departmental oversight and coordination of agency activities and for interdepartmental liaison. The Director shall develop procedures and regulations implementing the Order to be issued in the Agriculture Property Management Regulations. Agencies shall assure compliance with such regulations in the design, construction, operation and maintenance of facilities under their control.

Secretary's Memorandums Nos. 1598 of June 6, 1966; 1598, Supplement 1 of July 26, 1966; and 1600 of September 7, 1966, are hereby superseded.

Clifford M. Hardin

POLLUTION

ENVIRONMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

December 1 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4

OFFICIAL
SECRETARY'S FILES
FILED
SECY'S RECORDS & COMM. DIV.

Guidelines for Preparing
Environmental Statements Required by
Section 102(2)(C) of P.L. 91-190

DIRECTIVE AND SCOPE. These guidelines are to be followed by all agencies of the Department in preparing statements required by Section 102(2)(C) of the National Environmental Policy Act, P.L. 91-190 (83 Stat. 852).

The Act requires the preparation and submission of a detailed environmental statement with every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the environment.

Statements are to be prepared in connection with (A) legislation involving substantive bills referred to this Department for comment and substantive legislative proposals from this Department, (B) appropriation legislation, and (C) other major USDA actions. Additional details regarding these topics are included in Appendices A-C.

Pursuant to Executive Order 11514 of March 5, 1970 (35 F.R. 4247), the Council on Environmental Quality (CEQ) issued "Interim Guidelines" on April 30, 1970 (35 F.R. 7390). The Office of Management and Budget (OMB) issued Bulletin No. 71-3 on "Proposed Federal actions affecting the environment" on August 31, 1970. USDA guidelines are designed within the framework of these government-wide guidelines.

OBJECTIVES. The objectives of this memorandum are to provide (1) a uniform system for determining whether "proposals for legislation and other major Federal (USDA) actions" will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions of other than an appropriation nature, and (3) guidelines for preparing environmental statements.

POLICY. It is the policy of the Department of Agriculture to use the general approach of Section 102(2)(C) as a significant part of its procedures to "monitor, evaluate, and control" its activities for the protection and enhancement of the quality of the environment on a continuing basis as required by Sec. 2.(a) of Executive Order 11514. Agencies will make optimum use of Section 102(2)(C) type information. In addition to this general use of this approach in managing USDA programs, the specific procedure for developing environmental statements will be followed where required by the Interim Guidelines or Bulletin No. 71-3.

ENVIRONMENT

DECISION, PREPARATION, AND RECORD. Agency heads, with the assistance of their representatives on the Environmental Quality Executive Committee, will be responsible for determining (for actions within programs for which they have assigned responsibility) whether the quality of the human environment may be significantly affected 1/. In some instances they must also determine whether actions of other than a legislative nature are "major actions."

In all instances where required by the Interim Guidelines and Bulletin No. 71-3, and in others as appropriate, agency heads will be responsible for (1) preparing environmental statements, (2) consulting with other Federal departments or agencies with jurisdiction by law or special expertise with respect to any environmental impact involved, (3) providing for review by State and local agencies authorized to develop and enforce environmental standards, and (4) in the case of budgetary information and major actions, making statements available to the public.

In certain instances where several USDA agencies have program responsibilities relative to an environmental matter and no lead agency has been designated for the program/s to which it relates, the Office of the Coordinator of Environmental Quality Activities may arrange for completion of (1) to (4).

USDA environmental statements will include all the elements listed as subheadings under Section 102(2)(C). They will also include an additional element dealing with favorable environmental effects. Where a subheading does not apply, it will be followed by the words "not applicable" or "none." Each statement should be prepared in accordance with the precept in Section 102(2)(A) of the Act.

Environmental statements will be prepared as separate documents complete enough to stand on their own. The general outline to be followed, except where modified by Bulletin No. 71-3, is described in attachment Appendix D.

If there is a potential that the environment may be significantly affected by a USDA action, the environmental statement will be prepared even though such

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1/ All significant effects of legislation and other major Federal actions on the environment must be assessed as specified in this memorandum. Section 101(b) of the Act indicates the broad range of aspects of the environment to be surveyed in assessing "significant effect." Both beneficial and detrimental effects shall be considered, including actions which may have both types of effects. Such effects may affect human beings directly. They may also affect them indirectly through the environment.

The Interim Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment or serve, short-term, to the disadvantage of long-term environmental goals.

Examples of significant environmental effects are also found under 7(a)(i-v) of the Interim Guidelines.

actions may be localized in their impact. Environmental statements will also be prepared if it is reasonable to assume a cumulatively significant impact on the environment from successive implementation of several similar actions.

When there is a necessity for immediate action because of a dire emergency posing an imminent threat to human health or welfare or to the environment, a statement shall be developed promptly after the action.

CONSULTATION AND REVIEW. Wherever applicable in connection with the preparation of environmental statements, the Department of Agriculture will extend and intensify its policy of acting in concert with Federal, State, and local agencies. This will specifically include (1) consultation with Federal agencies having jurisdiction by law or special expertise and (2) review by State and local agencies authorized to develop and enforce environmental standards.

Consultation and review activities relating to environmental statements will be accomplished within the framework of USDA policy on procedures, including public hearings where appropriate, to insure the fullest practicable provision of timely public information and understanding of USDA plans and programs with environmental impact in order to obtain the views of interested parties.

Any consultations with Federal agencies having jurisdiction by law or special expertise relating to environmental impacts of legislative proposals or major actions will be documented in connection with environmental statements sent to CEQ and OMB. Any comments obtained from State and local agencies which are authorized to develop and enforce environmental standards will also accompany such statements.

FORWARDING ENVIRONMENTAL STATEMENTS. USDA agencies will submit to CEQ and OMB all environmental statements required by the Interim Guidelines and Bulletin No. 71-3. Additional ones may be submitted to these or other organizations in the Executive Office of the President when such action is appropriate. USDA agencies will not submit environmental statements to CEQ or OMB where another Federal department or agency is the "lead agency." Any supplemental comments to the lead agency's environmental statement will be submitted to the lead agency and others as appropriate.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements will be available to the public as described in the appendices. Compliance with the public information aspect of P.L. 91-190 will be carried out within the provisions of the Freedom of Information Act (5 U.S.C. Sec. 522).

COORDINATION, ASSISTANCE, AND REVIEW. Where needed, e.g., other procedures have not already been adopted, the Environmental Quality Executive Committee will be the principal mechanism through which activities among USDA agencies for developing USDA responses to environmental statements from other departments will be coordinated.

The Office of the Coordinator of Environmental Quality Activities will provide leadership in coordinating procedures for dealing with CEQ. This office will provide general oversight for the preparation and distribution of environmental statements required by CEQ and OMB and will be available for consultation with Executive Committee members and others regarding all aspects of these activities.

PROCEDURAL GUIDELINES. The Office of the Coordinator of Environmental Quality Activities will provide leadership in developing any further Departmental procedural guidelines needed to implement and carry out the requirements of this memorandum.

J. Phil Campbell
Acting Secretary

Attachments--Appendices A-D

APPENDIX A
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for Recommendations or Reports on Legislation (other than of an appropriation nature).

SCOPE. This Appendix deals with recommendations or reports on legislation involving (1) substantive bills referred to the Department for comment and (2) substantive legislative proposals from this Department.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for developing environmental statements, acting on their own or in consonance with others in USDA as appropriate. All agencies will respond promptly and fully to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental statements required by CEQ and OMB (each one to serve the needs of both agencies) will accompany legislative reports; all such reports will include reference to that statement in the main body of the report.

Copies of all environmental statements related to legislation covered by this Appendix will be kept on file by the Secretary's Records and Communications Division as a part of the usual file on legislative reports. The Office of the Coordinator of Environmental Quality Activities, with the assistance of appropriate staff offices, will determine if there are any needs for records other than these.

CONSULTATION AND REVIEW. Consultation with appropriate Federal departments or agencies having jurisdiction by law or special expertise prior to preparation of environmental statements will be described in those statements. Comments based on the statements will be obtained through the normal legislative report review and clearance process led by OMB.

In connection with bills referred to the Department, agencies need not seek comments about environmental impacts from State and local agencies authorized to develop and enforce environmental standards. Such agencies have the opportunity to submit their comments and views during other stages of the legislative process.

In cases where USDA develops legislative proposals agencies will seek comments where feasible from State and local agencies authorized to develop and enforce environmental standards.

FORWARDING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for furnishing copies of environmental statements on the subjects covered in this Appendix to CEQ and OMB.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements relating to legislative reports covered in this Appendix will be available to the public after the reports have been forwarded to the Congress.

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Environmental Statements for Reports on
Legislation of an Appropriation Nature

SCOPE. This Appendix deals with the preparation of special summary statements for annual budget estimates on those major program actions which significantly affect the environment.

DECISION, PREPARATION, AND RECORD. As required by this memorandum and by OMB Bulletin No. 71-3, USDA agencies shall prepare a special summary statement explaining the environmental impact expected to result from those activities and programs for which funding is requested in the annual budget. A separate summary statement will be prepared for each budget activity which significantly affects the environment. With approval of the Office of Budget and Finance, other categories may be used if there are different items in a budget activity for which separate environmental statements should be prepared. Where a budget activity covers several types of projects, only some of which affect the environment, the summary statement should deal only with those projects which have an environmental impact and should exclude the others. A summary statement may be prepared to cover more than a single budget activity where combinations of budget activities are appropriate.

The special summary statement shall include an exhibit with the information required in Exhibit 1, OMB Bulletin No. 71-3. This exhibit identifies those projects and activities which are subject to Section 102(2)(C), and indicates the status of the statement required for each such action, project, or activity.

For annual authorizing legislation, agencies shall submit Section 102(2)(C) statements as required for other legislative proposals. In addition, the special summary exhibit required by OMB Bulletin No. 71-3 shall also be prepared for such annual authorizing legislation.

Agencies will maintain complete records of final environmental statements.

CONSULTATION AND REVIEW. Comments from other Federal agencies may be obtained, if necessary, in the same manner as the views of other agencies are obtained for other budget proposals, through normal budgetary procedures as required. USDA agencies do not need to seek comments from State and local agencies on budget issues since the latter have the opportunity to submit their views during other stages of the legislative process.

FORWARDING ENVIRONMENTAL STATEMENTS TO THE COUNCIL ON ENVIRONMENTAL QUALITY. Upon approval of agency budget estimates, agencies shall revise special summary statements and exhibits to reflect final budgetary decisions. Upon submission of the President's budget to the Congress, agencies shall submit copies of these statements with the exhibits directly to the Council on Environmental Quality.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements relating to the budget will be available to the public in accordance with procedures and regulations established regarding the release of budgetary information.

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Environmental Statements for Other Major USDA Actions

SCOPE. This Appendix deals with major USDA actions, other than proposals for legislation, in carrying out its programs.

MAJOR ACTIONS. The phrase "major actions" is to be construed with a view to the overall, cumulative impact of the action proposed and of further actions contemplated.

"Major actions" may include, but are not limited to:

(a) projects and continuing activities 1/

-- directly undertaken by USDA agencies

-- supported in whole or in major part through educational, technical or other forms of USDA assistance and contracts, grants, cost-sharing, subsidies, loans or other forms of funding support

-- involving a USDA lease, permit, license, certificate or other entitlement for use

(b) policy and procedure-making

Some examples are:

1. New programs initiated or current ones significantly modified under existing legislation

2. Projects requiring local sponsorship which are initiated or significantly modified

3. Decisions to initiate actions that are likely to be highly controversial, some of which may result in administration appeals or court actions.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies responsible for "major actions" significantly affecting the quality of the human environment will prepare required environmental statements for all such actions, either within the agency or in cooperation with others in USDA as appropriate.

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1/ Does not include research except for any actions that are likely to be highly controversial. General environmental relationships of research programs will be described in environmental statements prepared in connection with appropriation legislation.

Copies of all environmental statements sent to CEQ will be kept by the Washington offices of the preparing agencies. The Coordinator of Environmental Quality Activities will work with members of the Environmental Quality Executive Committee to determine if there are any needs for maintaining centralized environmental statement records other than these.

CONSULTATION AND REVIEW. USDA agencies shall consult at the earliest feasible time with appropriate Federal departments or agencies having jurisdiction by law or special expertise with respect to environmental impacts involved in proposed major actions. Generally this will be prior to development of environmental statements. USDA agencies may establish time limits of not less than 30 days for reply from other Federal departments or agencies, after which it may be presumed that they have no comment.

USDA agencies, working in collaboration with the USDA Office of Intergovernmental Affairs (see Secretary's Memorandums No. 1689 and No. 1693 of April and May 1970), will provide for review by State and local agencies authorized to develop and enforce environmental standards. In certain instances this review may be provided by formal procedures such as hearings or required administrative actions:

(a) For direct Federal development projects and projects assisted under programs listed in Attachment D of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part 1 of Circular No. A-95.

(b) State and local review of agency procedures, regulations, and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

In the absence of formal procedures, the comments and views of such agencies may be obtained by a direct request or through publication in the Federal Register. Such comments shall relate to the proposed major action about which an environmental statement is being prepared. USDA agencies may require that comments and views relating to environmental impacts of proposed actions shall be received from State and local agencies within 60 days after the date of publication or other form of communication.

The nature and extent of the review procedure shall be described in the environmental statement.

FORWARDING ENVIRONMENTAL STATEMENTS. Agency heads responsible for preparing "major action" environmental statements will be responsible for furnishing copies of such statements to CEQ and OMB as required.

All statements will be furnished through headquarters offices in Washington.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements available to the public after final copies have been sent to CEQ.

Copies of all environmental statements sent to CEQ will be kept by the Washington Offices of the preparing agencies. The Coordinator of Environmental Quality Activities will work with members of the Environmental Quality Executive Committee to determine if there are any needs for maintaining centralized environmental statement records other than these.

CONSULTATION AND REVIEW. USDA agencies shall consult at the earliest feasible time with appropriate Federal departments or agencies having jurisdiction by law or special expertise with respect to environmental impacts involved in proposed major actions. Generally this will be prior to development of environmental statements. USDA agencies may establish time limits of not less than 30 days for reply from other Federal departments or agencies, after which it may be presumed that they have no comment.

USDA agencies, working in collaboration with the USDA Office of Intergovernmental Affairs (see Secretary's Memorandum No. 1659 and No. 1693 of April and May 1970), will provide for review by State and local agencies authorized to develop and enforce environmental standards. In certain instances this review may be provided by formal procedures such as hearings or required administrative actions:

(a) For direct Federal development projects and projects assisted under programs listed in Attachment B of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part I of Circular No. A-95.

(b) State and local review of agency procedures, regulations, and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

In the absence of formal procedures, the comments and views of such agencies may be obtained by a direct request or through publication in the Federal Register. Such comments shall relate to the proposed major action about which an environmental statement is being prepared. USDA agencies may require that comments and views relating to environmental impacts of proposed actions shall be received from State and local agencies within 60 days after the date of publication or other form of communication.

The nature and extent of the review procedure shall be described in the environmental statement.

PREPARING ENVIRONMENTAL STATEMENTS. Agency heads responsible for preparing "major action" environmental statements will be responsible for furnishing copies of such statements to CEQ and OMB as required.

All statements will be furnished through headquarters offices in Washington.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements available to the public after final copies have been sent to CEQ.

APPENDIX D
Secretary's Memorandum
No. 1695, Supplement 4

# OUTLINE FOR ENVIRONMENTAL STATEMENTS

USDA environmental statements shall generally follow the identifying heading and outline below and will include each of the subject headings and subheadings listed, except as modified by footnote provisions. Headings or subheadings may be followed by "not applicable" or "none" where appropriate.

## USDA ENVIRONMENTAL STATEMENT

Prepared in Accordance with
Sec. 102(2)(C) of P.L. 91-190

Date

Title of Statement

Nature of Legislation or Action

Statement

(i) Environmental impact
(ii) Favorable environmental effects
(iii) Adverse environmental effects which cannot be avoided
(iv) Alternatives to the proposed action
(v) Relationship between local short-term uses of man's environment and the maintenance of long-term productivity
(vi) Irreversible or irretrievable commitment of resources

Consultation with Appropriate Federal Agencies *

Review by State and Local Agencies Developing and Enforcing Environmental Standards *

* These sections are to be included when appropriate. They will describe actions taken in connection with consultation and review. Comments of consultants and reviewers may be attached and mention of them made in the body of the descriptions.

APPENDIX D
Secretary's Memorandum
No. 1695, Supplement 4

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USDA ENVIRONMENTAL STATEMENT

Prepared in Accordance with
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Date

Title of Statement

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(i) Environmental impact
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

December 1 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 5

Providing Timely Information to the Public About USDA Plans and Programs with Environmental Impact to Obtain the Views of Interested Parties

OFFICIAL SECRETARY'S FILES
FILED
SEC'Y'S RECORDS & COMM. DIV.

DIRECTIVE. USDA agencies will use appropriate procedures (1) ". . . to ensure the fullest practicable provision of timely public information and understanding of Federal (USDA) plans and programs with environmental impact in order to obtain the views of interested parties."; and (2) to provide relevant ". . . information on alternative courses of action," as required by Executive Order No. 11514 of March 5, 1970.

POLICY. The public is to be informed. The Department of Agriculture will expand and, wherever possible, improve procedures for providing information to the public and for obtaining and considering local, regional, and national views on matters relating to the environment.

It is an objective of the Department to involve the public in developing its policies and in formulating and implementing its programs. It will discharge its environmental responsibilities in ways that make its management processes visible and its people accessible.

In obtaining the views of interested agencies, organizations, groups, and individuals, USDA will utilize the wide geographic distribution of its staff trained in many disciplines and functions related to the environment.

PROCEDURES. Among procedures to be used by USDA to provide timely public information about plans and programs with environmental impact and to obtain the views of interested parties are:

Direct verbal contact

- Person to person at all organizational levels with individuals or groups

Meetings

- Conferences, seminars, workshops, town meetings, tours
- Organized groups, boards, associations, or societies
- Scientific or professional societies
- Advisory groups

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Information aids

- Visual aids, pamphlets, leaflets, brochures, flyers, newsletters, press releases, material for professional publications or house organs, written replies to inquiries

Use of public communications media for announcements, commentary or dialogue

- Television, radio, newspapers, magazines, motion pictures

Publication of findings or summarization of information

- Bulletins, handbooks, papers in scientific or professional society journals, technical reports

Public notices

- Federal Register
- Direct mailing
- Newspapers

Circulation of draft project plans to interested Federal, State, and local agencies and other concerned organizations

Informal hearings

(An informal hearing is one conducted by an appropriate official after due notice. Written and oral comments are received, and a summary statement of what transpired is prepared.)

Formal hearings

(A formal hearing is one conducted by an appropriate official after due notice. A verbatim record of oral testimony is prepared and all written statements are accepted for the record.)

The foregoing procedures complement one another; best results are often obtained by using two or more of them.

RESPONSIBILITIES AND GUIDELINES. Within established delegations of authority and responsibilities for coordination, USDA agency heads are responsible for using appropriate procedures for informing the public and obtaining and considering the views of interested parties. Except for emergencies requiring prompt action, they will apply these procedures sufficiently far in advance of proposed actions to permit adequate time for consideration and response by the public.

Information aids

- Visual aids, pamphlets, leaflets, brochures, flyers, newsletters, press releases, material for professional publications or house organs, written replies to inquiries

Use of public communications media for announcements, commentary or dialogue

- Television, radio, newspapers, magazines, motion pictures

Publication of findings or summarization of information

- Bulletins, handbooks, papers in scientific or professional society journals, technical reports

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The foregoing procedures complement one another; best results are often obtained by using two or more of them.

RESPONSIBILITIES AND GUIDELINES. Within established delegations of authority and responsibilities for coordination, USDA agency heads are responsible for using appropriate procedures for informing the public and obtaining and considering the views of interested parties. Except for emergencies requiring prompt action, they will apply these procedures sufficiently far in advance of proposed actions to permit adequate time for consideration and response by the public.

In most situations, procedures other than hearings will be applied to inform the public and obtain the views of interested parties. These general approaches will be applicable when the matter under consideration is local in nature and generally routine. In some instances, however, informal exchanges may reveal some unexpected controversy and thus the need for an informal or formal hearing.

An informal hearing will be held when needed and the circumstances or requirements do not warrant a formal hearing. A formal hearing will be held in those instances where required by statute or executive order and may be held in other situations where it is deemed necessary.

All hearings, formal and informal, shall provide notice sufficient to inform the public of the proposed action, its expected effect on the environment, and the date, time, and place of the hearing.

Notwithstanding other effective means of communication that may be employed, announcement of pending formal hearings to be held by a USDA agency shall always be made in part by notice in the Federal Register well in advance (not less than 30 days) of the hearing dates.

In implementing procedures for informing the public and obtaining views, care will be exercised to inform the general public as well as the people usually involved in specific programs. If it is likely that interest in a proposed action will be more than local and may represent a broad-based concern, the information procedures to be used are to be extended to regional or national audiences.

To assure effectiveness of the activities required by this memorandum, agency heads will provide appropriate information and training for USDA employees to broaden their understanding of public affairs and or procedures for obtaining and evaluating public opinion.

Each agency will issue suitable guidelines for implementing this memorandum.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

In most situations, procedures other than hearings will be applied to inform the public and obtain the views of interested parties. These general approaches will be applicable when the matter under consideration is local in nature and generally routine. In some instances, however, informal exchanges may reveal some unexpected controversy and thus the need for an informal or formal hearing.

An informal hearing will be held when needed and the circumstances or requirements do not warrant a formal hearing. A formal hearing will be held in those instances where required by statute or executive order and may be held in other situations where it is deemed necessary.

All hearings, formal and informal, shall provide notice sufficient to inform the public of the proposed action, its expected effect on the environment, and the date, time, and place of the hearing.

Notwithstanding other effective means of communication that may be employed, announcement of pending formal hearings to be held by a USDA agency shall always be made in part by notice in the Federal Register well in advance (not less than 30 days) of the hearing date.

In implementing procedures for informing the public and obtaining views, care will be exercised to inform the general public as well as the people usually involved in specific programs. If it is likely that interest in a proposed action will be more than local and may represent a broad-based concern, the information procedures to be used are to be extended to regional or national audiences.

To assure effectiveness of the activities required by this memorandum, agency heads will provide appropriate information and training for USDA employees to broaden their understanding of public affairs and of procedures for obtaining and evaluating public opinion.

Each agency will issue suitable guidelines for implementing this memorandum.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 12, 1971

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4 (Rev.)

# Guidelines for Preparing Environmental Statements Required by Section 102(2)(C) of P.L. 91-190

DIRECTIVE AND SCOPE. These guidelines are to be followed by all agencies of the Department in preparing statements required by Section 102(2)(C) of the National Environmental Policy Act, P.L. 91-190 (83 Stat. 852).

The Act requires the preparation and submission of a detailed environmental statement with every recommendation or favorable report on legislation and other major Federal actions significantly affecting the quality of the human environment.

Statements are to be prepared in connection with (A) legislation involving substantive bills referred to this Department for comment and for which this Department has responsibility, and substantive legislative proposals originating within this Department, and (B) other major USDA actions. Additional details regarding these topics are included in Appendices A-C.

Pursuant to Executive Order 11514 of March 5, 1970, (35 F.R. 4247) the Council on Environmental Quality (CEQ) issued "Guidelines" on April 23, 1971 (36 F.R. 7724), hereinafter referred to as Guidelines. The Office of Management and Budget (OMB) issued Bulletin No. 72-6 on "Proposed Federal Actions Affecting the Environment" on September 14, 1971. USDA guidelines are designed within the framework of these government-wide guidelines.

OBJECTIVES. The objectives of this memorandum are to provide (1) a uniform system for determining whether proposed or pending legislation and other major Federal (USDA) actions will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions and (3) guidelines for preparing environmental statements.

POLICY. It is the policy of the Department of Agriculture to use the general approach of Section 102(2)(C) as a significant part of its procedures to "monitor, evaluate, and control" its activities for the protection and enhancement of the quality of the environment

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on a continuing basis as required by Sec. 2(a) of Executive Order 11514. In addition to the general use of this approach in administering USDA programs, the specific procedure for developing environmental statements will be followed where required by the Guidelines or Bulletin No. 72-6.

TYPES OF ENVIRONMENTAL STATEMENTS. Section 102(2)(C) provides for consideration of environmental impacts in connection with legislative and administrative actions. Two stages of development of environmental statements are required by the Guidelines, particularly in connection with administrative actions: (1) draft environmental statements and (2) final environmental statements.

A draft environmental statement comes into being when it is first sent to CEQ and made available to the public and when legislative reports are sent to OMB for Executive agency review and clearance. There will be no draft statement prior to that time. Preliminary papers leading to the development of a draft environmental statement do not constitute a draft statement and shall not be so labeled.

After modification and expansion of a draft statement, based on full consideration of comments by reviewing agencies, a final environmental statement comes into being when it is sent to CEQ and made available to the public or in the case of pending or proposed legislation when forwarded to Congress following clearance by OMB.

DECISION, PREPARATION, AND RECORD. Agency heads, with the assistance of their representatives on the Environmental Quality Executive Committee, will be responsible for determining (for actions within programs for which they have assigned responsibility) whether the quality of the human environment may be significantly affected 1/. In some instances they must also determine whether actions of other than a legislative nature are "major actions."

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1/ All significant effects of legislation and other major Federal actions on the environment must be assessed as specified in this memorandum. Section 101(b) of the Act indicates the broad range of aspects of the environment to be surveyed in assessing "significant effect". Such "significant effect" may be either beneficial or adverse, or both types of effects. Such effects may affect human beings directly. They may also affect them indirectly through the environment.

The Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term, environmental goals.

In all instances where required by the Guidelines and Bulletin No. 72-6, and in others as appropriate, agency heads will be responsible for (1) preparing environmental statements, (2) consulting with other Federal departments or agencies with jurisdiction by law or special expertise with respect to any environmental impact involved, (3) providing for review by State and local agencies authorized to develop and enforce environmental standards, and (4) making statements available to the public.

As early as possible and in all cases prior to agency decision concerning major action (other than a recommendation or a favorable report on legislation to the Congress) that significantly affects the environment, USDA agencies will, in consultation with other appropriate Federal, State and local agencies, assess in detail the potential environmental impact in order that adverse effects are avoided, and environmental quality is restored or enhanced, to the fullest extent practicable. In particular, alternative actions that will minimize adverse impact should be explored and both the long- and short-range implications evaluated in order to avoid to the fullest extent practicable undesirable consequences for the environment.

In certain instances where several USDA agencies have program responsibilities relative to an environmental matter and no lead agency has been designated for the programs to which it relates, the Office of the Coordinator of Environmental Quality Activities may arrange for completion of (1) to (4) above.

USDA environmental statements will include all the elements listed as subheadings under Section 102(2)(C). They will also include an additional element dealing with favorable environmental effects. Following the general discussion of "environmental impact," separate sections will be used to summarize "favorable environmental effects" and "adverse environmental effects."

In addition to a project's impact on the physical environment, economic factors must also be known for complete assessment and are to be included as a part of environmental statements. Significant economic impacts on the public and on the affected areas and industries are to be described, including employment, unemployment, and others.

In instances where a benefit-cost analysis has been made a summary of the findings should be attached to and made a part of the statement.

Where a subheading does not apply, it will be followed by the words "not applicable" or "none". Each statement should be prepared in accordance with the precept in Section 102(2)(A) of the Act.

Environmental statements will be documents complete enough to stand on their own. Each draft and final environmental statement will be accompanied by a summary sheet. The general outline to be followed is described in Appendix D.

The environmental statement will be prepared (1) when there is a potential that the environment may be significantly affected by a USDA action, even though such action may be localized in its impact; (2) when it is reasonable to assume a cumulatively significant impact on the environment from successive implementation of several similar actions; (3) when one decision involving a limited expenditure is a precedent for action in much larger cases or represents a decision in principle about a future major course of action, or when several Government agencies individually make decisions about partial aspects of a major action; (4) when a proposed action has an environmental impact which is likely to be highly controversial.

Where emergency circumstances make it necessary to take an action with significant environmental impact without observing the provisions of these guidelines concerning minimum periods for agency review and advance availability of environmental statements, the agency proposing to take the action shall work through the Coordinator of Environmental Quality Activities in consulting with the Council on Environmental Quality about alternative arrangements. Similarly, where there are overriding considerations of expense to the Government or impaired program effectiveness, this Department should consult the Council concerning appropriate modifications of the minimum periods.

CONSULTATION AND REVIEW. Wherever applicable in connection with the preparation of environmental statements, the Department of Agriculture will extend and intensify its policy of acting in concert with Federal, State, and local agencies. This will specifically include (1) consultation with Federal agencies having jurisdiction by law or special expertise and (2) review by State and local agencies authorized to develop and enforce environmental standards.

Consultation and review activities relating to environmental statements will be accomplished within the framework of USDA policy on procedures, including public hearings where appropriate, to insure the fullest practicable provision of timely public information and understanding of USDA plans and programs with environmental impact in order to obtain the views of interested parties.

Any consultations with Federal agencies having jurisdiction by law or special expertise relating to environmental impacts of legislative proposals or major actions will be documented in connection with environmental statements sent to CEQ and OMB.

FORWARDING USDA ENVIRONMENTAL STATEMENTS AND COMMENTS ON STATEMENTS OF OTHER AGENCIES. USDA Agencies will submit to CEQ and OMB, thru the Coordinator of Environmental Quality Activities, all environmental statements required by the Guidelines and Bulletin No. 72-6. USDA agencies will not submit environmental statements to CEQ or OMB where it is clear that another Federal department or agency has the primary responsibility for the subject matter involved. Where necessary, USDA agencies will work through the Coordinator of Environmental Quality Activities to seek assistance from the Council on Environmental Quality to resolve questions of lead agency designation.

Ten (10) copies of draft environmental statements (when prepared), ten copies of all comments made thereon (to be forwarded to the Council by the entity making comment at the time comment is forwarded to the responsible agency), and ten (10) copies of the final text of environmental statements (together with all comments received thereon by the responsible agency from Federal, State, and local agencies and from private organizations and individuals) shall be supplied to the Council on Environmental Quality in the Executive Office of the President (this will serve as making environmental statements available to the President).

Draft environmental statements shall be prepared and circulated for comment and furnished to the Council early enough in the agency review process before an action is taken in order to permit meaningful consideration of the environmental issues involved.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements will be made available to the public as described in the appendices. Compliance with the public information aspect of P.L. 91-190 will be carried out within the provisions of the Freedom of Information Act (5 U.S.C. Sec. 552).

Agencies which hold hearings on proposed administrative actions or legislation should make the draft environmental statement available to the public at least fifteen (15) days prior to the time of the relevant hearings except where the agency prepares the draft statement on the basis of a hearing subject to the Administrative Procedure Act and preceded by adequate public notice and information to identify the issues and obtain comments.

Where an agency follows a practice of declining to favor an alternative until public hearings have been held on a proposed action, a draft environmental statement may be prepared and circulated indicating that two or more alternatives are under consideration.

COORDINATION, ASSISTANCE AND REVIEW. In consultation with the Coordinator on Environmental Quality, each USDA agency will establish a procedure for developing responses to environmental statements from other departments and from agencies within USDA.

The Office of the Coordinator of Environmental Quality Activities will provide leadership in coordinating procedures for dealing with CEQ. This office will provide general guidance for the preparation and distribution of environmental statements required by CEQ and OMB and will be available for consultation with Executive Committee members and others regarding all aspects of these activities.

PROCEDURAL GUIDELINES. The Office of the Coordinator of Environmental Quality Activities will provide leadership in developing any further Departmental procedural guidelines needed to implement and carry out the requirements of this memorandum.

J. Phil Campbell

J. PHIL CAMPBELL
Under Secretary

Attachments--Appendices A-D

COORDINATION, ASSISTANCE AND REVIEW. In consultation with the Coordinator on Environmental Quality, each USDA agency will establish a procedure for developing responses to environmental statements from other departments and from agencies within USDA.

The Office of the Coordinator of Environmental Quality Activities will provide leadership in coordinating procedures for dealing with CEQ. This office will provide general guidance for the preparation and distribution of environmental statements required by CEQ and OMB and will be available for consultation with Executive Committee members and others regarding all aspects of these activities.

PROCEDURAL GUIDELINES. The Office of the Coordinator of Environmental Quality Activities will provide leadership in developing any further departmental procedural guidelines needed to implement and carry out the requirements of this memorandum.

J. PHIL CAMPBELL
Under Secretary

Attachments--Appendices A-D

APPENDIX A (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for Recommendations or Reports on Legislation.

SCOPE. This Appendix deals with recommendations or reports on legislation involving (1) substantive bills referred to the Department for comment and (2) substantive legislative proposals from this Department.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for developing environmental statements, acting on their own or in consonance with others in USDA as appropriate. All agencies will respond promptly and fully to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental statements required by CEQ and OMB will accompany legislative reports; all such reports will include reference to the environmental statements in the main body of the report.

Copies of all environmental statements related to legislation covered by this Appendix will be kept on file by the Secretary's Records and Communication Division as a part of the usual file on legislative reports. The Office of the Coordinator of Environmental Quality Activities, with the assistance of appropriate staff offices, will determine if there are any needs for records other than these.

CONSULTATION AND REVIEW. Consultation with appropriate Federal departments or agencies having jurisdiction by law or special expertise prior to preparation of environmental statements will be described in those statements. Comments on the statements will be obtained through the normal legislative report review and clearance process led by OMB.

In connection with bills referred to the Department, agencies need not seek comments about environmental impacts from State and local agencies authorized to develop and enforce environmental standards. Such agencies have the opportunity to submit their comments and views during other stages of the legislative process.

In cases where USDA develops legislative proposals, preparing agencies will seek comments from State and local agencies authorized to develop and enforce environmental standards.

FORWARDING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for furnishing copies of environmental statements on the subjects covered in this Appendix to CEQ and OMB through the Office of the Coordinator of Environmental Quality.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. With respect to recommendations or reports on proposals for legislation to which Section 102(2)(C) applies, the final text of the environmental statement and comments thereon should be available to the Congress and to the public in support of the proposed legislation or report. In cases where the scheduling of congressional hearings on recommendations or reports on proposals for legislation which the Federal agency has forwarded to the Congress does not allow adequate time for the completion of a final text of an environmental statement (together with comments), a draft environmental statement may be furnished to the Congress and made available to the public pending transmittal of the comments as received and the final text.

APPENDIX A (cont'd)

COMMENTING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for furnishing copies of environmental statements on the subjects covered in this Appendix to CEQ and OMB through the Office of the Coordinator of Environmental Quality.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. With respect to recommendations or reports on proposals for legislation to which Section 102(2)(C) applies, the final text of the environmental statement and comments thereon should be available to the Congress and to the public in support of the proposed legislation or report. In cases where the scheduling of congressional hearings on recommendations or reports on proposals for legislation which the Federal agency has forwarded to the Congress does not allow adequate time for the completion of a final text of an environmental statement (together with comments), a draft environmental statement may be furnished to the Congress and made available to the public pending transmittal of the comments received and the final text.

APPENDIX B (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Summary Lists to Accompany
Annual Budget Estimates

SCOPE. This Appendix deals with the preparation of a summary list of those specific actions covered by annual budget estimates which, in accordance with Department procedures, require the preparation of 102(2)(C) statements.

DECISION, PREPARATION, AND RECORD. As required by this memorandum and by OMB Bulletin No. 72-6, USDA agencies shall prepare a summary list of agency actions, projects or activities for which a 102(2)(C) statement is required pursuant to this memorandum.

The summary list shall be in the format of Exhibit 1, in OMB Bulletin No. 72-6. It will include information on (1) the funds involved, (2) the status of the statement and (3) unusual aspects of the statement.

For annual authorizing legislation, agencies shall submit Section 102(2)(C) statements as required for other legislative proposals.

In the case of programs for which it is not possible to make an assessment of the potential impact on the environment, or to identify 102(2)(C) statements that will be required, agencies may include a narrative statement containing information about general environmental impact and when decisions are expected on the need for 102(2)(C) statements.

Individual draft or final statements and information to update the listings required above shall be provided to members of the staff of the Office of Management and Budget upon their request.

APPENDIX C (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for USDA Administrative Actions

SCOPE. This Appendix deals with major USDA actions, other than proposals for legislation.

MAJOR ACTIONS. The phrase "major actions" is to be construed with a view to the overall, cumulative impact of the administrative action proposed and of further actions contemplated.

"Major actions" may include, but are not limited to:

(a) projects and continuing activities 1/

-- directly undertaken by USDA agencies

-- supported in whole or in major part through educational, technical or other forms of USDA assistance and contracts, grants, cost-sharing, subsidies, loans or other forms of funding support.

-- involving a USDA lease, permit, license, certificate or other entitlement for use

(b) policy, regulations and procedure-making

Some examples are:

1. New programs initiated or current ones significantly modified under existing legislation

2. Projects requiring local sponsorship which are initiated or significantly modified

3. Decisions to initiate actions that are likely to be highly controversial, some of which may result in administration appeals or court actions.

Major actions may relate to the development of a national program and to the implementation of projects within that program.

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1/ Does not include research except for any actions that are likely to be highly controversial.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies responsible for "major actions" significantly affecting the quality of the human environment will prepare environmental statements for all such actions, either within the agency or in cooperation with others as appropriate.

Copies of all environmental statements sent to CEQ will be kept by the Washington offices of the preparing agencies. The Coordinator of Environmental Quality Activities will work with members of the Environmental Quality Executive Committee to determine if there are any needs for maintaining centralized environmental statement records other than these.

To the maximum extent practicable, no administrative action (i.e., any proposed action to be taken by the agency other than agency proposals for legislation to Congress or agency reports on legislation) subject to Section 102(2)(C) is to be taken sooner than ninety (90) days after a draft environmental statement has been circulated for comment, furnished to the Council and, except, where advance public disclosure will result in significantly increased costs of procurement to the Government, made available to the public pursuant to these guidelines; neither should such administrative action be taken sooner than thirty (30) days after the final text of an environmental statement (together with comments), has been made available to the Council and the public. If the final text of an environmental statement is filed within ninety (90) days after a draft statement has been circulated for comment, furnished to the Council and made public pursuant to this section of these guidelines, the thirty (30) day period and ninety (90) day period may run concurrently to the extent that they overlap.

CONSULTATION AND REVIEW. Prior to the development of draft environmental statements, USDA agencies may consult with appropriate Federal departments or agencies. The draft environmental statements shall be circulated for review and comments by other Federal departments and agencies having jurisdiction by law or special expertise with respect to environmental impacts, with a time limit of not less than 30 days for reply (45 day minimum for the Environmental Protection Agency), after which it may be presumed that they have no comment. Agencies seeking comment should endeavor to comply with requests for extensions of time of up to fifteen (15) days.

USDA agencies, working in collaboration with the USDA Office of Intergovernmental Affairs (see Secretary's Memorandums No. 1689 and No. 1693 of April and May 1970), will provide for review of draft environmental statements by State and local agencies authorized to develop and enforce environmental standards. In certain instances this review may be provided by formal procedures such as hearings or required administrative actions.

(a) For direct Federal development projects and projects assisted under programs listed in Attachment D of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part 1 of Circular No. A-95.

(b) State and local review of agency procedures, regulations, and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

The comments and views of such agencies may be obtained by a direct request and by distributing the draft environmental statement to the appropriate State, regional and metropolitan clearinghouses unless the Governor of the State involved has designated some other point for obtaining this review. Comments and views of the public will be solicited by publication of a notice in the Federal Register, or other appropriate media. Such comments shall relate to the proposed major action about which an environmental statement is being prepared. USDA agencies may require that comments and views relating to environmental impacts of proposed actions shall be received from State and local agencies within 30 days after the date of communication.

The nature and extent of the review procedure shall be described in the final environmental statement.

FORWARDING ENVIRONMENTAL STATEMENTS. Agency heads responsible for preparing "major action" environmental statements will be responsible for furnishing copies of such statements to CEQ, and for furnishing two copies of the Summary Sheet of each environmental statement to the Office of Management and Budget, through the Office of the Coordinator of Environmental Quality Activities.

An Accession Notice Form NTIS-79 (National Technical Information Service, U.S. Department of Commerce) should also be submitted to the office of the Coordinator of Environmental Quality Activities. The card should be addressed to the originating agency within USDA, the date of submission should be filled in, the Report number and title from the Cover Page should be listed as the "Report Identifying Information", and "one" should be listed under number of copies submitted. If more than one office needs to know the NTIS accession number, attach a separate card for each office.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements and the comments received accessible to the public after copies have been sent to CEQ. This will be done pursuant to the provisions of the Freedom

(a) For direct Federal development projects and projects assisted under programs listed in Attachment D of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part I of Circular No. A-95.

(b) State and local review of agency procedures, regulations, and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

The comments and views of such agencies may be obtained by a direct request and by distributing the draft environmental statement to the appropriate State, regional and metropolitan clearinghouses unless the Governor of the State involved has designated some other point for obtaining this review. Comments and views of the public will be solicited by publication of a notice in the Federal Register, or other appropriate media. Such comments shall relate to the proposed major action about which an environmental statement is being prepared. USDA agencies may require that comments and views relating to environmental impacts of proposed actions shall be received from State and local agencies within 30 days after the date of communication.

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AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements and the comments received accessible to the public after copies have been sent to CEQ. This will be done pursuant to the provisions of the Freedom

of Information Act (5 U.S.C., Sec. 552), without regard to the exclusion of interagency memoranda, when such memoranda transmit comments of Federal agencies listed in Section 7 of CEQ guidelines on the environmental impact of proposed actions subject to Section 102(2)(C). Agency procedures prepared pursuant to these guidelines shall implement public information requirements presented in Supplement 5 to Secretary's Memorandum 1695 (Rev.), and shall include arrangements for accessibility to environmental statements and comments at the head and appropriate regional offices of the responsible agency, and at appropriate State, regional, and metropolitan clearinghouses unless the Governor of the State involved designates some other point for receipt of this information.

APPENDIX C (cont'd)

APPENDIX D (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

# OUTLINE FOR ENVIRONMENTAL STATEMENTS

All USDA environmental statements will include a cover page and a summary sheet constructed as shown below, and will contain the information described in this Supplement. The cover page should not include the descriptive titles shown on the left margin, but only that information within the box, which is given as an example.

Cover Page:

| | |
|---|---|
| Report number---------- | (1) USDA-REA-ES (ADM)-72-11 |
| Title---------- | Beaver Creek to Wray, Colo. Transmission Line |
| Subtitle---------- | Draft or Final Environmental Statement |
| Responsible Official---------- | David A. Hamil |
| Performing organization name and address---------- | Tri-State Generation and Transmission Assn., P.O. Box 29198<br>Denver, Colo. 80229 |
| Date---------- | August 14, 1971 |
| Sponsoring Agency---------- | Prepared by |
| Name and address---------- | U.S. Department of Agriculture<br>Rural Electrification Administration<br>Washington, D.C. 20250 |

(1) USDA, REA, Environmental Statement (Administrative), fiscal year 1972, sequential number 11, within that year. Some USDA agencies may wish to use a unit code in addition to the agency abbreviation. Draft and final statements for the same action should be assigned identical report numbers, even though final statement may be prepared in the subsequent fiscal year.

Summary Sheet:

USDA ENVIRONMENTAL STATEMENT

"Title"

Prepared in Accordance with
Sec. 102(2)(C) of P.L. 91-190

Summary Sheet

I Draft ( ) Final ( )

II Name of USDA Agency

III Administrative ( ) Legislative ( )

IV Brief description of action - indicating what States and counties) are particularly affected.

V Summary of environmental impact and adverse environmental effects.

VI List of alternatives considered

VII (For draft statements) List all Federal, State and local agencies from which comments have been requested.

(For final statements) List all Federal, State and local agencies and other sources from which written comments have been received.

VIII Dates draft statement and final statement made available to CEQ and the public.

USDA environmental statements shall generally follow the identifying heading and outline below and will include each of the subject headings and subheadings listed, except as modified by footnote provisions. Headings or subheadings may be followed by "not applicable" or "none" where appropriate.

APPENDIX D (cont'd)

Summary Sheet:

USDA ENVIRONMENTAL STATEMENT

"Title"

Prepared in Accordance with
Sec. 102(2)(c) of P.L. 91-190

Summary Sheet

I Draft ( ) Final ( )

II Name of USDA Agency

III Administrative ( ) Legislative ( )

IV Brief description of action - indicating what States and counties) are particularly affected.

V Summary of environmental impact and adverse environmental effects.

VI List of alternatives considered

VII (For draft statements) List all Federal, State and local agencies from which comments have been requested.

(For final statements) List all Federal, State and local agencies and other sources from which written comments have been received.

VIII Dates draft statement and final statement made available to CEQ and the public.

USDA environmental statements shall generally follow the identifying heading and outline below and will include each of the subject headings and subheadings listed, except as modified by footnote provisions. Headings or subheadings may be followed by "not applicable" or "none" where appropriate.

# USDA (AGENCY) ENVIRONMENTAL STATEMENT

Title of Statement:

Type of Statement: Draft ( ) Final ( )

Date:

Type of Action: Administrative ( ) Legislative ( )

Statement:

1. Description - A description of the proposed action including information, technical data adequate to permit a careful assessment of environmental impact by commenting agencies. Where relevant, maps or other graphic material should be provided.

2. Environmental impact - The probable impact of the proposed action on the environment, including impact on ecological systems such as wildlife, fish, and marine life. Both primary and secondary significant consequences for the environment should be included in the analysis. For example, the implications, if any, of the action for population distribution or concentration should be estimated and an assessment made of the effect of any possible change in population patterns upon the resource base, including land use, water, and public services, of the area in question. Include, also, economic impacts on employment, unemployment and other economic factors.

3. Favorable environmental effects - Any probable beneficial effects that result from the proposed action such as (1) improved air and water quality, (2) improved land use patterns, (3) improved life systems, (4) improved social and economic conditions, and (5) other beneficial environmental effects as set out in Section 101(b) of the Act.

4. Adverse environmental effects which cannot be avoided - Any probable adverse environmental effects which cannot be avoided, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion, threats to health or other consequences adverse to the environmental goals set out in Section 101(b) of the Act.

5. Alternatives - Alternatives to the proposed action (Section 102(2)(D)) of the Act requires the responsible agency to "study, develop, and describe appropriate alternatives to recommended courses of action in any proposal which involves unresolved conflicts concerning alternative uses of available resources". A rigorous exploration and objective evaluation of alternative actions that might avoid some or all of the

adverse environmental effects is essential. Sufficient analysis of such alternatives and their cost and impact on the environment should accompany the proposed action through the agency review process in order not to foreclose prematurely options which might have less adverse effects.

6. Relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity - This in essence requires the agency to assess the action for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

7. Irreversible and irretrievable commitment of resources - This requires the agency to identify the extent to which the action curtails the range of beneficial uses of the environment.

8. Consultation with Appropriate Federal Agencies and Review by State and Local Agencies Developing and Enforcing Environmental Standards (Optional with draft statements, required for final statement) - A discussion of problems and objections raised by other Federal, State, and local agencies and by private organizations and individuals in the review process and the disposition of the issues involved.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

December 16, 1971.

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED
AMENDMENT 1

Guidelines for Preparing
Environmental Statements Required by
Section 102(2)(C) of P.L. 91-190

Footnote 1/ which appears at the bottom of page 2 of Secretary's Memorandum No. 1695, Supplement 4, Revised, dated November 12, 1971, is amended as follows:

1/ All significant effects of legislation and other major Federal actions on the environment must be assessed as specified in this memorandum. Section 101(b) of the Act indicates the broad range of aspects of the environment to be surveyed in assessing "significant effect." Such "significant effect" may also include actions which may have both beneficial and detrimental effects, even if, on balance, the agency believes that the effect will be beneficial. Such effects may affect human beings directly. They may also affect them indirectly through the environment.

The Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term, environmental goals.

Earl L. Butz

ENVIRONMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

December 16, 1971

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED
AMENDMENT 1

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Environmental Statements Required by
Section 102(2)(C) of P.L. 91-190

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The Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term, environmental goals.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 26, 1972.

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 2 (Rev.)

Environmental Quality Executive Committee

This memorandum continues within the Department of Agriculture an Environmental Quality Executive Committee. The primary function of this standing committee is to coordinate the Department's interests and responsibilities in the Nation's effort to assure a quality environment for all people.

BACKGROUND. There is a rapidly growing national and international awareness of concern about quality of the environment. On January 1, 1970, the President signed into law the National Environmental Policy Act of 1969. A new Council on Environmental Quality was created as a result of that Act. The Congress has authorized many other programs over the years to improve our environment. It has reflected its continuing concerns, and those of the general public, about the environment through additional legislative action on the subject.

The Department's authority and responsibility for research, education, and action programs concern the countryside--the people and renewable resources of rural America. In addition, those programs concern several aspects of urban America, such as erosion control and drainage in new housing and industrial developments; the many types of vegetation that enhance our streets, lawns, and parks; and the recovery and reuse of agriculturally-derived raw materials from urban and industrial wastes. USDA programs vitally affect the conservation and management of the bulk of the Nation's land, water, and related biological, recreational, and esthetic resources.

OBJECTIVES. The objectives of the Executive Committee are to foster increased USDA awareness of and responsiveness to environmental quality considerations in developing and operating its programs; assist in implementing the National Environmental Policy Act of 1969 (P.L. 91-190), and related Executive Orders 11507 and 11514; assist the Council on Environmental Quality and insure that it has the benefit of USDA experience and competence; provide leadership in national and international actions and forums to protect and enhance the environment; and afford a focal point in the Department for contacts by public and private organizations involved with or concerned about the environment.

COMMITTEES (Environmental Quality Executive)

FUNCTIONS. The Committee will advise the Secretary and, where appropriate, lead or conduct multiagency and Department-level studies to develop information and make reports and recommendations regarding environmental quality with respect to:

1. Departmental policy

   a. Development
   b. Implementation
   c. Modification

2. USDA programs

   a. Departmentwide or multiagency planning and coordination
   b. Cooperative programs with other Federal, State, and local agencies and private organizations
   c. Environmental statements

3. Executive and legislative action

   a. Responses to directives, inquiries, and proposed legislation
   b. Environmental statements
   c. USDA proposals as needed

COMMITTEE STRUCTURE.

Leadership

Office of the Secretary ) Theodore C. Byerly, CHAIRMAN
) Alfred L. Edwards, VICE CHAIRMAN

S&ES ) Fred H. Tschirley, EXECUTIVE DIRECTOR

Member Agencies

APHS )
ARS )
ASCS )
C&MS )
CSRS )
ERS )
ES )
FHA )
FNS )
FS )

1. Each agency head shall designate a member of his immediate staff and an alternate who shall participate fully in Committee activities and have authority to speak for their agency on day to day environmental matters.

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be

REA )
SCS )

needed to effectively deal with Department level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

B&F )
INF )
OGC )
OP )
OPE )
P&O )
S&ES )

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

From time to time other agencies of the Department may be asked to attend Committee meetings and advise on items of significance to such agencies.

This memorandum replaces Supplement 2 of Secretary's Memorandum No. 1695, of August 4, 1970. Agencies are not required to rename members of the Environmental Quality Executive Committee.

Earl L. Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 6, 1972.

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 6

Committee on Food Safety

This memorandum establishes the Committee on Food Safety within the Department of Agriculture to coordinate the Department's activities and responsibilities in the national effort to maintain an adequate supply of wholesome, high-quality food.

Background. The increased attention being given to environmental problems has been accompanied by a growing concern about the wholesomeness of foods. The maintenance of high standards of food safety and quality has long been and will continue to be a vital concern and primary responsibility of the Department. In keeping with this traditional concern, a Departmental Food Safety Work Group was established in February 1968 to give special attention to problems related to contamination of food.

Although considerable progress has been made, the Department plans to strengthen those activities designed to insure wholesomeness of foods. Important problems of food safety include, but are not limited to, those arising from microbial contamination and toxins; food and feed additives and drugs; and heavy metal and other environmental residues.

Objectives. The objectives of the Departmental Committee on Food Safety, which replaces the Work Group, are to (1) promote greater recognition within the Department of the importance of food safety in formulating and conducting its programs; (2) provide a continuing mechanism for cooperation and coordination between agencies within the Department and with other Federal departments; (3) provide leadership in national and international programs relating to food safety; and (4) serve as a focal point in the Department for information exchange with public and private organizations in matters of food safety.

Functions. The Committee will advise the Secretary on Departmentwide activities as they relate to food safety. In addition, it will initiate or conduct multiagency and Departmental-level studies to develop information and make reports and recommendations pertaining to food safety with respect to (1) the development, implementation, and modification of Departmental policy; (2) the planning, coordination, and evaluation of

COMMITTEES (Food Safety)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 6, 1972.

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 5

Committee on Food Safety

This memorandum establishes the Committee on Food Safety within the Department of Agriculture to coordinate the Department's activities and responsibilities in the national effort to maintain an adequate supply of wholesome, high-quality food.

Background. The increased attention being given to environmental problems has been accompanied by a growing concern about the wholesomeness of foods. The maintenance of high standards of food safety and quality has long been and will continue to be a vital concern and primary responsibility of the Department. In keeping with this traditional concern, a Department Food Safety Work Group was established in February 1969 to give special attention to problems related to contamination of food.

Although considerable progress has been made, the Department plans to strengthen those activities designed to insure wholesomeness of foods. Important problems of food safety include, but are not limited to, those arising from microbial contamination and toxins; food and feed additives and drugs; and heavy metal and other environmental residues.

Objectives. The objectives of the Departmental Committee on Food Safety, which replaces the Work Group, are to (1) promote greater recognition within the Department of the importance of food safety in formulating and conducting its programs; (2) provide a continuing mechanism for cooperation and coordination between agencies within the Department and with other Federal departments; (3) provide leadership in national and international programs relating to food safety; and (4) serve as a focal point in the Department for information exchange with public and private organizations in matters of food safety.

Functions. The Committee will advise the Secretary on Department-wide activities as they relate to food safety. In addition, it will initiate or conduct multiagency and Department-level studies to develop information and make reports and recommendations pertaining to food safety with respect to (1) the development, implementation, and modification of Department policy; (2) the planning, coordination, and evaluation of

Departmental and multiagency programs; (3) the initiation of Agriculture's proposals for executive or legislative action as needed; and (4) preparation of responses to directives, inquiries, or proposed legislation.

Committee Structure.

Leadership

Science & Education ) CHAIRMAN
APHIS ) Vice Chairman

Member Agencies

APHIS )
ARS )
ASCS )
AMS )
CSRS )
ERS )
ES )
F&NS )
FAS )
FS )
SCS )

1. Each agency shall designate a member and alternate to the Committee. The member, or alternate, shall participate fully in Committee activities and have authority to speak for his agency on environmental matters.

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be needed to deal effectively with Department-level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

B&F )
INF )
OGC )
P&O )
OP&E )
S&ES )

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

Liaison representatives from FDA, EPA, NIEHS, and NAS and other selected individuals may be invited by the Chairman to attend committee meetings.

The Food Safety Committee will organize subcommittees for each of the following areas:

1. Microbial Toxins and Contamination.
2. Food and Feed Additives and Drugs.
3. Environmental Contamination of Food, Including Pesticide Residues.

Departmental and multiagency programs; (3) the initiation of Agriculture's proposals for executive or legislative action as needed; and (4) preparation of responses to directives, inquiries, or proposed legislation.

Committee Structure.

Leadership

Science & Education } CHAIRMAN
AFHIS } Vice Chairman

Member Agencies

AFHIS
ARS
AGCS
AMS
CCRS
ERS
ES
FSMS
FAS
FS
SCS

1. Each agency shall designate a member and alternate to the Committee. The member, or alternate, shall participate fully in Committee activities and have authority to speak for his agency on environmental matters.

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be needed to deal effectively with Department-level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

BCP
IMF
OGC
NEC
OPEE
SSCS

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

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2. Food and Feed Additives and Drugs.
3. Environmental Contamination of Food, Including Pesticide Residues.

The membership of the three corresponding subcommittees of the Food Safety Work Group should be considered by the Committee in forming these groups. The chairman of each subcommittee will be selected by the Committee from among its membership. The remaining members of the subcommittee will be selected by the Committee from the relevant Departmental agencies, subject to the approval of their agency. Liaison members may be invited to participate as deemed desirable by the chairman of the subcommittee. These subcommittees will provide guidance to the Committee regarding policy recommendations, program, and legislative and informational needs in their respective areas.

The Committee will meet quarterly or more frequently upon call of the Chairman. Subcommittees will meet once each month or at the discretion of their respective chairmen.

Earl L. Butz

The membership of the three corresponding subcommittees of the Food Safety Work Group should be considered by the Committee in forming these groups. The chairman of each subcommittee will be selected by the Committee from among its membership. The remaining members of the subcommittee will be selected by the Committee from the relevant Departmental agencies, subject to the approval of their agency. Liaison members may be invited to participate as deemed desirable by the chairman of the subcommittee. These subcommittees will provide guidance to the Committee regarding policy recommendations, program, and legislative and informational needs in their respective areas.

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Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 20, 1972

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED

Guidelines for Preparing
Environmental Statements Required By
Section 102(2)(C) of P.L. 91-190

DIRECTIVE AND SCOPE. These guidelines are to be followed by all agencies of the Department in preparing statements required by Section 102(2)(C) of the National Environmental Policy Act, P.L. 91-190 (83 Stat. 852).

The Act requires the preparation and submission of a detailed environmental statement with every recommendation or favorable report on legislation and other major Federal actions significantly affecting the quality of the human environment.

Statements are to be prepared in connection with (a) legislation involving substantive bills referred to this Department for comment and for which this Department has responsibility, and substantive legislative proposals originating within this Department, and (b) other major USDA actions. Additional details regarding these topics are included in Appendices A and B.

Pursuant to Executive Order 11514 of March 5, 1970 (35 F.R. 4247), the Council on Environmental Quality (CEQ) issued "Guidelines" on April 23, 1971 (36 F.R. 7724), hereinafter referred to as Guidelines. USDA guidelines are designed within the framework of these government-wide guidelines.

OBJECTIVES. The objectives of this memorandum are to provide (1) a uniform system for determining whether proposed or pending legislation and other major Federal (USDA) actions will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions and (3) guidelines for preparing environmental statements.

POLICY. It is the policy of the Department of Agriculture to use the general approach of Section 102(2)(C) as a significant part of its procedures to "monitor, evaluate, and control" its activities for the protection and enhancement of the quality of the environment on a

ENVIRONMENT

continuing basis as required by Sec. 2(a) of Executive Order 11514. In addition to the use of this approach in administering USDA programs, the procedure for developing environmental statements will be followed where required by the Guidelines.

TYPES OF ENVIRONMENTAL STATEMENTS. Section 102(2)(C) provides for consideration of environmental impacts in connection with legislative and administrative actions. Two stages of development of environmental statements are required by the Guidelines, particularly in connection with administrative actions: (1) draft environmental statements and (2) final environmental statements.

A draft environmental statement comes into being when it is first sent to CEQ and made available to the public and when legislative reports are sent to OMB for Executive agency review and clearance. There will be no draft statement prior to that time. Preliminary papers leading to the development of a draft environmental statement do not constitute a draft statement and shall not be so labeled.

After modification and expansion of a draft statement, including consideration of comments by reviewing agencies, a final environmental statement comes into being when it is sent to CEQ and made available to the public or, in the case of pending or proposed legislation, when forwarded to Congress following clearance of the related legislative proposal or report by OMB.

After a draft environmental statement is issued, additional information may occasionally become available which could significantly influence the comments on the statement. In such cases, a supplement to the draft environmental statement may be issued and given the same circulation as the draft environmental statement, with an appropriate extension in the time specified for the submission of comments.

DECISION, PREPARATION AND RECORD. Agency heads, with the assistance of their representatives on the Environmental Quality Executive Committee, will be responsible for determining whether the quality of the human environment may be significantly affected by the proposed agency action.

Such "significant effect" may include actions which may have both beneficial and detrimental effects even if, on balance, the agency believes that the effect will be beneficial.

Agency heads must also determine whether actions of other than a legislative nature are "major actions."

In all instances where required by the Guidelines and in other directives as appropriate, agency heads will be responsible for (1) preparing environmental statements, (2) consulting with other

Federal departments or agencies with jurisdiction by law or special expertise with respect to any environmental impact involved, (3) providing for review by State and local agencies authorized to develop and enforce environmental standards, and (4) making statements available to the public.

In certain instances, where several USDA agencies have program responsibilities relative to an environmental matter and no lead agency has been designated for the programs to which it relates, the Coordinator of Environmental Quality will arrange for completion of (1) to (4) above.

The environmental statement will be prepared (1) when the environment may be significantly affected by a USDA action, even though such action may be localized in its impact, (2) when it is reasonable to assume a cumulatively significant impact on the environment from successive implementation of several similar actions, (3) when one decision involving a limited expenditure is a precedent for action in much larger cases or represents a decision in principle about a future major course of action, or when several Government agencies individually make decisions about partial aspects of a major action, and (4) when a proposed action has an environmental impact which is likely to be highly controversial as to its environmental effect.

As early as possible, and in all cases prior to agency decision concerning major action (other than a recommendation or a favorable report on legislation to the Congress) that significantly affects the environment, USDA agencies will, in consultation with other appropriate Federal, State and local agencies, assess in detail the potential environmental impact in order that adverse effects are avoided, and environmental quality is restored or enhanced, to the fullest extent practicable. In particular, alternative actions that will minimize adverse impact should be explored and both the long- and short-range implications evaluated in order to avoid to the fullest extent practicable undesirable consequences for the environment.

All reasonable alternatives must be thoroughly studied and discussed. The analysis must be sufficiently detailed to permit independent evaluation of the benefits and environmental risks of both the proposed action and each alternative in order that an informed judgment may be made about the wisdom of undertaking the proposed action rather than one of the alternatives. Alternatives considered should include the alternative of taking no action, and reasonable alternatives should not be excluded from consideration for the reason that their implementation might be outside the jurisdiction of the USDA or its constituent agencies.

USDA environmental statements will include all the elements listed as subheadings under Section 102(2)(C). They will also include an

additional element dealing with favorable environmental effects. Following the general discussion of "environmental impact," separate sections will be used to summarize "favorable environmental effects" and "adverse environmental effects."

In addition to a project's impact on the physical environment, economic factors must also be known for complete assessment and are to be included as a part of environmental statements. Significant economic impacts on the public and on the affected areas and industries may be described including employment, unemployment, and others.

In instances where a benefit-cost analysis has been made, a summary of the findings should be attached to, and made a part of, the statement.

Where a subheading does not apply, it will be followed by the words "not applicable" or "none." Each statement should be prepared in accordance with the precept in Section 102(2)(A) of the Act, and as outlined in Appendix B.

Environmental statements will be documents complete enough to stand on their own. Each draft and final environmental statement will be accompanied by a summary sheet. The general outline to be followed is described in Appendix C.

Where emergency circumstances make it necessary to take an action with significant environmental impact without observing the provisions of these guidelines concerning minimum periods for agency review and advance availability of environmental statements, the agency proposing to take the action shall work through the Coordinator of Environmental Quality Activities in consulting with the Council on Environmental Quality about alternative arrangements. Similarly, where there are overriding considerations of expense to the Government or impaired program effectiveness, this Department should consult the Council concerning appropriate modifications of the minimum periods.

CONSULTATION AND REVIEW. Wherever applicable in connection with the preparation of environmental statements, the Department of Agriculture will extend and intensify its policy of acting in concert with Federal, State and local agencies. This will specifically include (1) consultation with Federal agencies having jurisdiction by law or special expertise, and (2) review by State and local agencies authorized to develop and enforce environmental quality standards.

Consultation and review activities relating to environmental statements will be accomplished within the framework of USDA policy on procedures, including public hearings where appropriate, to insure the fullest practicable provision of timely public information and understanding of USDA plans and programs with environmental impact in order to obtain the views of interested parties.

Any consultations with Federal agencies having jurisdiction by law or special expertise relating to environmental impact of legislative proposals or major actions will be documented in connection with environmental statements sent to CEQ and OMB.

FORWARDING USDA ENVIRONMENTAL STATEMENTS AND COMMENTS ON STATEMENTS OF OTHER AGENCIES. Through the Coordinator of Environmental Quality Activities, USDA agencies will submit to CEQ all environmental statements required by the Guidelines, and, to OMB, all those required by Circular No. A-19, Revised. USDA agencies will not submit environmental statements to CEQ or OMB where it is clear that another Federal department or agency has the primary responsibility for the subject matter involved. Where necessary, USDA agencies will work through the Coordinator of Environmental Quality Activities to seek assistance from the Council on Environmental Quality to resolve questions of lead agency designation.

Ten (10) copies of draft environmental statements prepared by USDA agencies and ten (10) copies of the final text of environmental statements shall be supplied to the Council on Environmental Quality in the Executive Office of the President (this will serve as making environmental statements available to the President.) All substantive comments received on the draft should be attached to the final statement, whether or not each such comment is thought to merit individual discussion by the agency in the text of the statement. Ten (10) copies of all comments made on draft and final environmental statements of other agencies shall be forwarded to CEQ at the time comments are forwarded to the responsible agency.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements will be made available to the public as described in the appendices. Compliance with the public information aspect of P.L. 91-190 will be carried out within the provisions of the Freedom of Information Act (5 U.S.C., Sec. 552).

Agencies which hold hearings on proposed administrative actions should make the draft environmental statement available to the public at least fifteen (15) days prior to the time of the relevant hearings, except where the agency prepares the draft statement on the basis of a hearing subject to the Administrative Procedure Act and preceded by adequate public notice and information to identify the issues and obtain comments.

Where an agency follows a practice of declining to favor an alternative until public hearings have been held on a proposed action, a draft environmental statement may be prepared and circulated indicating that two or more alternatives are under consideration.

COORDINATION, ASSISTANCE AND REVIEW. In consultation with the Coordinator on Environmental Quality, each USDA agency will establish a procedure for developing responses to environmental statements from other departments and from agencies within USDA.

The Office of the Coordinator for Environmental Quality Activities will provide leadership in coordinating procedures for dealing with CEQ. This office will provide general guidance for the preparation and distribution of environmental statements required by CEQ and OMB and will be available for consultation with Executive Committee members and others regarding all aspects of these activities.

PROCEDURAL GUIDELINES. The Office of the Coordinator for Environmental Quality Activities will provide leadership in developing any further Departmental procedural guidelines needed to implement and carry out the requirements of this memorandum.

AGENCY PROCEDURES. Each USDA agency head is responsible for preparing more specific procedures applying these broad guidelines, together with the provisions of the NEPA and other implementing regulations, to the specific programs administered by that agency.

Such agency procedures should give special attention to the assignment of responsibilities, to criteria for the identification of those agency actions that require environmental statements, and to the point in the decision-making process at which the decision will be made as to the need for an environmental statement. Documentation of negative decisions is recommended. Agency procedures should also provide for monitoring to assure agency compliance with the requirements under NEPA.

Each USDA agency head is responsible for conducting such training of agency staff as may be required to enable the staff to understand and implement environmental policies and procedures of the agency.

Earl L. Butz

Earl L. Butz
Secretary

APPENDIX A (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for Recommendations or Reports on Legislation

SCOPE. This Appendix deals with recommendations or reports on legislation involving (1) substantive bills referred to the Department for comment and (2) substantive legislative proposals from this Department.

DECISION, PREPARATION, AND RECORD. USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for determining which legislative proposals or reports require Section 102(2)(C) environmental statements, and for the preparation of environmental statements, acting on their own or in consonance with others in USDA as appropriate. All agencies will respond promptly and fully to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental statements when required should to the maximum extent possible accompany the legislative proposal or report. Legislative proposals and reports for which environment statements have been prepared should, when forwarded by the preparing agency, include appropriate reference to the environmental statement in the main body of the report.

Copies of all environmental statements relative to legislation covered by this Appendix will be kept on file by the Secretary's Records and Communication Division as a part of the usual file on legislative reports. The Office of the Coordinator of Environmental Quality Activities, with the assistance of appropriate staff offices, will determine if there are any needs for records other than these.

CONSULTATION AND REVIEW. Where necessary, after consulting with the Office of the Coordinator of Environmental Quality, the agency preparing the statement may consult with appropriate Federal, State, and local agencies during such preparation prior to the submission of legislative proposals or reports to the Office of Management and Budget. The comments and views of such agencies should be considered in the environmental statement. When time does not permit such prior consultation it will be accomplished concurrently with the formal review of the legislative proposals or reports carried out by the Office of Management and Budget.

FORWARDING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for forwarding copies of environmental statements on the subject covered in this Appendix to CEQ through the Office of the Coordinator of Environmental Quality. Where there is an environmental statement on a legislative proposal or report submitted to OMB for clearance, an information copy of the 102 statement wil accompany each copy of the proposal or report. Preparing agencies will furnish sufficient copies of the environmental statements as enclosures to the proposal or report.

APPENDIX A (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for Recommendations or Reports on Legislation

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DECISION, PREPARATION, AND RECORD. USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for determining which legislative proposals or reports require Section 102(2)(C) environmental statements, and for the preparation of environmental statements, acting on their own or in consonance with others in USDA as appropriate. All agencies will respond promptly and fully to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental statements when required should to the maximum extent possible accompany the legislative proposal or report. Legislative proposals and reports for which environment statements have been prepared should, when forwarded by the preparing agency, include appropriate reference to the environmental statement in the main body of the report.

Copies of all environmental statements relative to legislation covered by this Appendix will be kept on file by the Secretary's Records and Communication Division as a part of the usual file on legislative reports. The Office of the Coordinator of Environmental Quality Activities, with the assistance of appropriate staff offices, will determine if there are any needs for records other than these.

CONSULTATION AND REVIEW. Where necessary, after consulting with the Office of the Coordinator of Environmental Quality, the agency preparing the statement may consult with appropriate Federal, State, and local agencies during such preparation prior to the submission of legislative proposals or reports to the Office of Management and Budget. The comments and views of such agencies should be considered in the environmental statement. When time does not permit such prior consultation it will be accomplished concurrently with the formal review of the legislative proposals or reports carried out by the Office of Management and Budget.

FORWARDING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for forwarding copies of environmental statements on the subject covered in this Appendix to CEQ through the Office of the Coordinator of Environmental Quality. Where there is an environmental statement on a legislative proposal or report submitted to OMB for clearance, an information copy of the 102 statement will accompany each copy of the proposal or report. Preparing agencies will furnish sufficient copies of the environmental statements as enclosures to the proposal or report.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Following clearance by OMB of the related legislative proposal or report, the environmental statements will be made available by the responsible official to the Congress and to the public.

APPENDIX B
(formerly Appendix C Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

# ENVIRONMENTAL STATEMENTS FOR USDA ADMINISTRATIVE ACTIONS OTHER THAN PROPOSALS FOR LEGISLATION

SCOPE. This Appendix deals with major USDA actions which may significantly affect the quality of the human environment, and which therefore require the preparation of environmental statements under Section 102(2)(C) of NEPA.

GENERAL. "Major" actions and "significant" environmental effects are difficult to define precisely and uniformly because of the great variation in economic, social, and ecological conditions. Each USDA agency must use good judgment in determining when Section 102(2)(C) statements are required and must issue its own guidelines specifying as closely as possible those actions for which an environmental statement will be required. Broad guidelines to be used in making these determinations are given below:

MAJOR ACTIONS. The phrase "major actions" is to be construed with a view to the overall cumulative impact of the administrative action proposed and of further actions contemplated.

"Major actions" may include, but are not limited to:

(a) projects and continuing activities (not including research, except for major changes in research programs and pilot scale projects)

-- supported in whole or in part through educational, technical or other forms of USDA assistance and contracts, grants, cost-sharing, subsidies, loans or other forms of funding support.

-- involving USDA leases, permits licenses, certificates or other entitlements for use.

(b) policy, regulations and procedure-making.

Some examples are:

1. New programs initiated or current ones significantly modified under existing legislation.

2. Projects requiring local sponsorship which are initiated or significantly modified.

3. Decisions to initiate actions that are likely to be highly controversial as to their environmental effects, some of which may result in administrative appeals or court actions.

Major actions may relate to the development of a national program and to the implementation of projects within that program.

The size or scope of an administrative action is a factor which may be considered in determining whether this action is a "major" action. In some instances, it may be appropriate to aggregate a number of comparable smaller actions, and consider them together in a single environmental statement.

There may be instances of major actions by USDA agencies which involve several stages, under conditions in which it would be appropriate to prepare separate environmental statements for the different stages.

This would be most likely to occur where there was a considerable time period between stages, and where the action in the subsequent stage would be strongly influenced by the results of the prior stage.

Environmental assessment is an integral part of planning for broad resource areas such as river basins. Environmental statements covering major specific actions within such broad plans may be issued when such action is proposed for implementation. USDA will participate in the preparation of environmental statements required for water resources planning activities coordinated by the Water Resources Council.

SIGNIFICANCE OF ENVIRONMENTAL EFFECTS. In general, particular attention should be directed to environmental effects that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term environmental goals. Proposed actions, the environmental impact of which is likely to be highly controversial, should be covered by an environmental statement. The determination as to whether a particular administrative action may significantly affect the quality of the human environment should include, but is not limited to, consideration of the following factors:

1. The degree of ecosystem disturbance, including both on-site and off-site effects, and national, regional and local impacts.

2. Environmental effects which might affect human health either directly or indirectly.

3. Irreversible and irretrievable effects on resources.

4. Cumulative effects of many small actions.

5. Indirect or secondary effects of interrelated activities.

6. Uniqueness or rareness of a resource.

The scope of anticipated public involvement and controversy anticipated should be taken into consideration.

In appropriate situations, it may be practical to prepare one environmental statement analyzing the effects of a class of similar actions, each of which, if considered separately, might have less than a significant effect on the human environment. Subsequent consideration of individual actions could then be limited to a determination that the individual action conformed to the class, and did not have special characteristics requiring a special environmental statement.

DECISION, PREPARATION AND RECORD. Where required by this memorandum, USDA agencies responsible for "major actions" significantly affecting the quality of the human environment will prepare environmental statements for all such actions, either within the agency or in cooperation with others, as appropriate. Copies of all environmental statements sent to CEQ will be kept by the Washington offices of the preparing agencies.

TIME PERIOD FOR FILING AND TAKING ACTION

A. To the maximum extent practicable, no administrative action is to be taken sooner than:

   1. Ninety days after a draft environmental statement has been furnished to CEQ, circulated for comment, and made available to the public pursuant to these guidelines.

   2. Thirty days after the final text of an environmental statement (together with comments), has been made available to the CEQ and the public.

B. If the final text of an environmental statement is submitted to CEQ within 90 days after a draft statement has been circulated for comment, and made public, the 30 day period and 90 day period may run concurrently to the extent that they overlap.

C. Where emergency circumstances make it necessary to take an action with significant environmental impact without observing the provisions of subparagraphs A and B, the agency proposing to take the action shall work through the USDA Coordinator of Environmental Quality Activities in consulting with the CEQ about alternative arrangements.

The scope of anticipated public involvement and controversy anticipated should be taken into consideration.

In appropriate situations, it may be practical to produce one environmental assessment analyzing the effects of a class or similar actions, each of which, if considered separately, might have less than significant effect on the human environment. Subsequent consideration of individual actions could then be limited to a determination that the individual action conformed to the class, and did not have special characteristics requiring a special environmental statement.

DECISION, DOCUMENTATION AND RECORD. Where required by this procedure, each agency is responsible for making explicitly available to the public the quality of the human environment and other environmental considerations for all such actions, either through the agency or in cooperation with others, as appropriate. Copies of all environmental statements sent to CEQ will be kept by the Washington offices of the operating agencies.

TIME PERIOD FOR FILING AND TAKING ACTION

a. To the maximum extent practicable, no administrative action is to be taken sooner than:

1. Ninety days after a draft environmental statement has been furnished to CEQ, circulated for comment, and made available to the public pursuant to these guidelines.

2. Thirty days after the final text of an environmental statement (including all comments), has been made available to the CEQ and the public.

b. If the final text of an environmental statement is published at CEQ within 60 days after a draft statement has been circulated for comment, including public, the 90 day period and 30 day period may run concurrently to the extent that they overlap.

c. Where emergency circumstances make it necessary to take an action with significant environmental impact without observing the provisions of subparagraphs a and b, the agency proposing to take the action shall work through the USDA coordination of environmental quality activities in consulting with the CEQ about alternative arrangements.

D. Where there are over-riding considerations of expense to the Government or impaired program effectiveness, the CEQ may be consulted concerning appropriate modifications of the minimum periods.

CONSULTATION AND REVIEW. Prior to the development of draft environmental statements, USDA agencies shall consult with interested parties, including appropriate Federal, State and local agencies. Comments and views of such interested parties should be considered in developing the draft environmental statement. Inclusion of comments and views of any agency in a draft environmental statement shall not in any way limit such agency in its subsequent submission of comments on the draft environmental statement.

The draft environmental statement shall be circulated for review and comment by Federal, State and local agencies having jurisdiction by law or special expertise with respect to environmental impacts, and shall be made available for comment by the public, with a time limit of not less than thirty (30) days for reply (45 days minimum for the Environmental Protection Agency), after which it may be presumed that there is no comment. Agencies seeking comment should endeavor to comply with requests for extensions of time of up to fifteen (15) days, and should grant requests for longer extensions of time when, in the opinion of the USDA agency involved, such action would be in the public interest.

USDA agencies, working in collaboration with the USDA Office of Intergovernmental Affairs (see Secretary's Memorandums No. 1689 and No. 1693 of April and May 1970), will provide for review of draft environmental statements by State and local agencies authorized to develop and enforce environmental standards. In certain instances, this review may be provided by formal procedures such as hearings or required administrative actions.

(a) For direct Federal development projects and projects assisted under programs listed in Attachment D of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part I of Circular No. A-95.

(b) State and local review of agency procedures, regulations and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

The comments and views of such agencies may be obtained by a direct request and by distributing the draft environmental statement to the appropriate State, regional and metropolitan clearinghouses unless the Governor of the State involved has designated some other point for obtaining this review. Comments and views of the public will be solicited by publication of a notice in the Federal Register, or other appropriate media. Such comments shall relate to the proposed major action about which an environmental statement is being prepared.

The nature and extent of the review procedure shall be described in the final environmental statement.

Minimum time periods for review and advance availability of statements will be calculated from the date of receipt of the statement by the Council on Environmental Quality, as noted in the Council's Federal Register and 102 Monitor announcements.

FORWARDING ENVIRONMENTAL STATEMENTS. Agency heads responsible for preparing "major action" environmental statements will be responsible for furnishing copies of such statements to CEQ, as required by the Guidelines. Statements will be submitted through the Office of the Coordinator of Environmental Quality Activities.

An Accession Notice Card, Form NTIS-79 (National Technical Information Service, U.S. Department of Commerce) should also be submitted to the Office of the Coordinator of Environmental Quality Activities, along with the copies of the environmental statements. The card should be addressed to the originating agency within USDA, the date of submission should be filled in, the Report number and title from the Cover Page should be listed as the "Report Identifying Information," and "one" should be listed under the number of copies submitted. The Accession Notice Card will be returned to the originating agency by the NTIS with an assigned accession number and the cost for a copy of the environmental statement. This information should be used when inquiries for copies of environmental statements are referred to the National Technical Information Service. If more than one office needs to know the NTIS accession number, attach a separate card for each office.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements and the comments received accessible to the public after copies have been sent to CEQ. This will be done pursuant to the provisions of the Freedom of Information Act (5 U.S.C., Section 552), without regard to the exclusion of interagency memoranda, when such memoranda transmit comments of Federal agencies listed in Section 7 of CEQ guidelines on the environmental impact of proposed actions subject to Section 102(2)(C). Agency procedures prepared pursuant to these guidelines shall implement public information requirements presented in Supplement 5 to Secretary's Memorandum 1695 (Rev.), and shall include arrangements for accessibility to environmental statements and comments at the head and appropriate

regional offices of the responsible agency, and at appropriate State, regional and metropolitan clearinghouses, unless the Governor of the State involved designates some other point for receipt of this information.

Copies of final statements, with comments attached, should also be sent to all entities - Federal, State and local agencies, private organizations and individuals - that made substantive comments on the draft statement, thus informing such entities of the agency's disposition of the arguments.

APPENDIX C
(formerly Appendix D Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

# OUTLINE FOR ENVIRONMENTAL STATEMENTS

All USDA environmental statements will include a cover page and a summary sheet constructed as shown below, and will contain the information described in this Supplement. The cover page should not include the descriptive titles shown on the left margin, but only that information within the box, which is given as an example.

Cover Page:

| | |
|---|---|
| Report Number..... | (1) USDA-REA-ES, unit or program code if desired, (ADM)-72-11-D |
| Title..... | Beaver Creek to Wray, Colorado Transmission Line |
| Subtitle..... | Draft or Final Environmental Statement |
| Responsible Official..... | David A. Hamil, Administrator<br>Rural Electrification Administration |
| Performing Organization Name and Address..... | Tri-State Generation and Transmission Association<br>P.O. Box 29198<br>Denver, Colorado 80229 |
| Date Prepared..... | August 14, 1971 |
| Sponsoring Agency..... | Prepared by |
| Name and Address..... | U.S. Department of Agriculture<br>Rural Electrification Administration<br>Washington, D.C. 20250 |

(1) USDA, REA, Environmental Statement, (Administrative), fiscal year 1972, sequential number 11, within that year, draft or "F" for final. Some USDA agencies may wish to use a unit code in addition to the agency abbreviation. Draft and final statements for the same action should be assigned identical report numbers, even though final statement may be prepared in the subsequent fiscal year.

Summary Sheet:

USDA ENVIRONMENTAL STATEMENT

"Title"

Prepared in Accordance with
Sec. 102(2)(C) of P.L. 91-190

Summary Sheet

| | |
|---|---|
| I | Draft ( ) Final ( ) |
| II | Name of USDA Agency |
| III | Administrative ( ) Legislative ( ) |
| IV | Brief description of action - indicating what States and counties) are particularly affected. |
| V | Summary of environmental impact and adverse environmental effects. |
| VI | List of alternatives considered |
| VII | (For draft statements) List all Federal, State and local agencies and other sources from which written comments have been received. |
| VIII | Dates draft statement and final statement made available to CEQ and the public |

USDA environmental statements shall generally follow the identifying heading and outline below and will include each of the subject headings and subheadings listed, except as modified by footnote provisions. Headings or subheadings may be followed by "not applicable" or "none" where appropriate.

USDA (AGENCY) ENVIRONMENTAL STATEMENT

Title of Statement:

Type of Statement: Draft ( ) Final ( )

Date:

Type of Action: Administrative ( ) Legislative ( )

Statement:

1. Description - A description of the proposed action including information, technical data adequate to permit a careful assessment of environmental impact by comment agencies. Where relevant, maps or other graphic material should be provided.

2. Environmental impact - The probable impact of the proposed action on the environment, including impact on ecological systems such as wildlife, fish, and marine life. Both primary and secondary significant consequences for the environment should be included in the analysis. For example, the implications, if any, of the action for population distribution or concentration should be estimated and an assessment made of the effect of any possible change in population patterns upon the resource base, including land use, water, and public services, of the area in question. Include, also, economic impacts on employment, unemployment and other economic factors.

3. Favorable environmental effects - Any probably beneficial effects that result from the proposed action such as (1) improved air and water quality, (2) improved land use patterns, (3) improved life systems, (4) improved social and economic conditions, and (5) other beneficial environmental effects as set out in Section 101(b) of the Act.

4. Adverse environmental effects which cannot be avoided - Any probably adverse environmental effects which cannot be avoided, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion, threats to health or other consequences adverse to the environmental goals set out in Section 101(b) of the Act.

5. Alternatives - Alternatives to the proposed action (Section 102(2)(D)) of the Act requires the responsible agency to "study, develop, and describe appropriate alternatives to recommended courses of action in any proposal which involves unresolved conflicts concerning alternative uses of available resources". A rigorous exploration and objective evaluation of alternative actions that might avoid some or all of the

adverse environmental effects is essential. Sufficient analysis of such alternatives and their cost and impact on the environment should accompany the proposed action through the agency review process in order not to foreclose prematurely options which might have less adverse effects.

6. Relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity - This in essence requires the agency to assess the action for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

7. Irreversible and irretrievable commitment of resources - This requires the agency to identify the extent to which the action curtails the range of beneficial uses of the environment.

8. Consultation with Appropriate Federal Agencies and Review by State and Local Agencies Developing and Enforcing Environmental Standards (Optional with draft statements, required for final statement) - A discussion of problems and objections raised by other Federal, State, and local agencies and by private organizations and individuals in the review process and the disposition of the issues involved.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 8 1974

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 6, REVISED

Committee on Food Safety and Quality

This memorandum establishes a Committee on Food Safety and Quality within the Department of Agriculture to coordinate the Department's activities and responsibilities in the national effort to maintain an adequate supply of wholesome, high-quality food. The activities of the previous Committee on Food Safety will become a part of the Committee on Food Safety and Quality.

Background. The increased attention being given to environmental problems has been accompanied by a growing concern about foods. The maintenance of high standards of food safety and quality has long been and will continue to be a vital concern and primary responsibility of the Department.

Although considerable progress has been made, the Department will continue to strengthen those activities designed to insure wholesomeness of foods. Important problems of food safety include, but are not limited to, those arising from microbial contamination and toxins; food and feed additives and drugs; and various types of environmental residues. The Department will also maintain strong emphasis on informative labeling of foods and expand activities to inform consumers on Department programs concerning food safety and quality.

Objectives. The objectives of the Committee are to (1) promote continuing awareness within the Department of the importance of food safety and quality in carrying out the assigned missions of Department agencies; (2) provide a continuing mechanism for cooperation and coordination between agencies within the Department and with other Federal departments; and (3) serve as a focal point in the Department for information exchange with public and private organizations and consumers in matters of food safety and quality.

Functions. The Committee will advise the Secretary through the Assistant Secretary for Marketing and Consumer Services on departmentwide activities as they relate to food safety and quality. In addition, it will consider

COMMITTEES Food Safety and Quality

areas in which further studies or action may be required by the Department. These may include (1) recommendations to the Department or agencies of the Department on initiation, implementation, or modification of Department policy or programs involving the wholesomeness or quality of food and (2) coordination within the Department and with other agencies of broad consumer education and information programs concerning food wholesomeness or quality, including the existing interagency effort to increase communication with consumers on food safety.

Membership. The Chairman of the Committee will be the Assistant Secretary for Marketing and Consumer Services or his designee.

The following agencies will designate a member and alternate to the Committee. The member, or alternate, will participate fully in Committee activities and have authority to speak for his agency on food safety matters.

Agricultural Marketing Service
Agricultural Research Service
Animal and Plant Health Inspection Service
Economic Research Service
Cooperative State Research Service
Extension Service
Food and Nutrition Service

Agency representatives will be called upon to provide or arrange for information and staff assistance for the Committee as may be needed to deal effectively with Department-level or interagency activities and reports involving the programs and responsibilities of their agencies.

Other agencies and offices of the Department may be asked to participate from time to time on Committee matters of concern to them.

Liaison representatives from the Food and Drug Administration, Environmental Protection Agency, National Academy of Sciences, and other agencies or individuals may be invited by the Chairman to attend Committee meetings.

The Food Safety and Quality Committee will organize ad hoc committees, as necessary, from Department agencies and offices to deal with specific subject matters relating to food safety and quality.

Regular staff support services for the Committee will be provided from the Animal and Plant Health Inspection Service.

The Committee will meet quarterly or more frequently upon call of the Chairman.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

March 28 1974

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 2, REVISED

Environmental Quality Executive Committee

This memorandum continues within the Department of Agriculture an Environmental Quality Executive Committee. The primary function of this standing committee is to coordinate the Department's interests and responsibilities in the Nation's effort to assure a quality environment for all people.

BACKGROUND. There is a rapidly growing national and international awareness of concern about quality of the environment. On January 1, 1970, the President signed into law the National Environmental Policy Act of 1969. A new Council on Environmental Quality was created as a result of that Act. The Congress has authorized many other programs over the years to improve our environment. It has reflected its continuing concerns, and those of the general public, about the environment through additional legislative action on the subject.

The Department's authority and responsibility for research, education, and action programs concern the countryside--the people and renewable resources of rural America. In addition, those programs concern several aspects of urban America, such as erosion control and drainage in new housing and industrial developments; the many types of vegetation that enhance our streets, lawns, and parks; and the recovery and reuse of agriculturally-derived raw materials from urban and industrial wastes. USDA programs vitally affect the conservation and management of the bulk of the Nation's land, water, and related biological, recreational, and esthetic resources.

OBJECTIVES. The objectives of the Executive Committee are to foster increased USDA awareness of and responsiveness to environmental quality considerations in developing and operating its programs; assist in implementing the National Environmental Policy Act of 1969 (P.L. 91-190), and related Executive Orders 11507 and 11514; assist the Council on Environmental Quality and insure that it has the benefit of USDA experience and competence; provide leadership in national and international actions and forums to protect and enhance the environment; and afford a focal point in the Department for contacts by public and private organizations involved with or concerned about the environment.

COMMITTEES Environmental Quality Executive

FUNCTIONS. The Committee will advise the Secretary and, where appropriate, lead or conduct multiagency and Department-level studies to develop information and make reports and recommendations regarding environmental quality with respect to:

1. Departmental policy

   a. Development
   b. Implementation
   c. Modification

2. USDA programs

   a. Departmentwide or multiagency planning and coordination
   b. Cooperative programs with other Federal, State, and local agencies and private organizations
   c. Environmental statements

3. Executive and legislative action

   a. Responses to directives, inquiries, and proposed legislation
   b. Environmental statements
   c. USDA proposals as needed

COMMITTEE STRUCTURE

Leadership

The Assistant Secretary for Conservation, Research and Education shall designate the Chairman, Vice Chairman, and Executive Secretary for the Committee.

Member Agencies

APHIS )
ARS )
ASCS )
AMS )
CSRS )
ERS )
ES )
FHA )
FNS )
FS )
REA )
SCS )

1. Each agency head shall designate a member of his immediate staff and an alternate who shall participate fully in Committee activities and have authority to speak for their agency on day to day environmental matters.

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be needed to effectively deal with Department level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

OMF )
COMM )
OGC )
OP )
OP&E )
OO )

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

From time to time other agencies of the Department may be asked to attend Committee meetings and advise on items of significance to such agencies.

This memorandum replaces Supplement 2 of Secretary's Memorandum No. 1695, of January 26, 1972. Agencies are not required to rename members of the Environmental Quality Executive Committee.

In addition, Secretary's Memoranda Nos. 1695, Supplement 1, Revised, dated January 26, 1972, and 1788, Supplement 1, dated July 31, 1972, are hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

Associate Agencies

ONE
CONM
OEC
OP
OPSE
OD

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

From time to time other agencies of the Department may be asked to attend Committee meetings and advise on items of significance to such agencies.

This memorandum replaces Supplement 2 of Secretary's Memorandum No. 1695, of January 26, 1972. Agencies are not required to reissue members of the Environmental Quality Executive Committee.

In addition, Secretary's Memoranda Nos. 1695, Supplement 1, Revised, dated January 26, 1972, and 1795, Supplement 1, dated July 31, 1972, are hereby superseded.

Rogers C. B. Morton

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 26, 1974

SECRETARY'S MEMORANDUM 1695, SUPPLEMENT 7
Effective Working Relationships with EPA

Background

The Department of Agriculture and the Environmental Protection Agency have many mutual concerns about environmental quality. Numerous programs of the two impact upon one another. In recognition of these things, the organizations have reached agreement on a Memorandum of Understanding to provide the general basis for working relationships. A copy of the agreement is included at the end of this Memorandum.

Policy

It is the policy of the Department of Agriculture to develop and maintain effective working relationships with the Environmental Protection Agency. Department agencies and units will be guided by the Memorandum of Understanding in furthering this objective.

Implementation

All agencies and units of the Department will operate in ways that are consistent with the provisions of the Memorandum of Understanding. The Assistant Secretary for Conservation, Research and Education is responsible for coordinating activities related to the Memorandum. He will be assisted by the staff for environmental quality activities and by the Environmental Quality Executive Committee (EQEC) established by Secretary's Memorandum 1695, Supplement 2. The staff will maintain a current file of all existing and new national and field level agreements between USDA and EPA, including agreements between individual USDA agencies and EPA or components of EPA.

ENVIRONMENT

For the purposes of implementing the USDA-EPA Memorandum of Understanding, the EQEC is designated to serve as the USDA "Agricultural Environmental Coordinating Committee" to correspond to and work with a related committee in EPA.

Earl L. Butz

Earl L. Butz
Secretary of Agriculture

For the purposes of implementing the USDA-EPA Memorandum of Understanding, the EQEC is designated to serve as the USDA "Agricultural Environmental Coordinating Committee" to correspond to and work with a related committee in EPA.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 25, 1974

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED

Guidelines for Preparing
Environmental Statements Required By
Section 102(2)(C) of P.L. 91-190

1. Purpose and authority. This directive states policy and provides guidance to agencies of the Department in fulfilling the requirements of Section 102(2)(C) of the National Environmental Policy Act (42 U.S.C. 4332(2)(C).) This section requires Federal agencies to include in every recommendation or report on proposals for legislation and other major Federal actions (administrative actions) significantly affecting the quality of the human environment a detailed environmental impact statement (EIS). Additional authority, directives and instructions are found in (1) Executive Order 11514, (2) Council on Environmental Quality (CEQ) Guidelines for Preparation of Environmental Impact Statements, as published in the Federal Register, Vol. 38, No. 147, August 1, 1973, Part II, and (3) Section 12(a), Clean Air Act Amendments of 1970, which added a new section 309 to the Clean Air Act.

The objectives of these guidelines are to provide (1) a uniform system for determining whether proposed or pending legislation and other major USDA actions will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions, and (3) guidance for preparing EIS's.

ENVIRONMENT

2. Policy.

(a) General. These guidelines are to be followed by all agencies of the Department in fulfilling the requirements of Section 102(2)(C) of the National Environmental Policy Act (NEPA).

As early as possible, and in all cases prior to an agency decision concerning a major action that significantly affects the quality of the human environment, USDA agencies will, in consultation with other appropriate Federal, State and local agencies, and the public assess in detail the potential environmental impact in order to avoid or minimize adverse effects, including secondary effects, whenever possible and to restore or enhance environmental quality to the fullest extent practicable. In particular, alternative actions that will avoid or minimize adverse impact should be explored and both the long- and short-range implications of a proposed action to man, his physical and social surroundings and to nature should be evaluated.

Assessments of the environmental impacts of a proposed action should be undertaken concurrently with initial technical and economic studies. Draft EIS's on administrative actions should be prepared in time to accompany the proposal through the existing agency review processes and prior to the first significant point of decision in the agency formal review process for such action. General policy is that, to the fullest extent possible, the NEPA Section 102(2)(C) process will be completed before irreversible decision is made on major Federal actions significantly affecting the quality of the human environment.

USDA agencies will consider NEPA to supplement existing authorities, except where prohibited by law.

2. Policy

(a) General. These guidelines are to be followed by all agencies of the Department in fulfilling the requirements of Section 102(2)(B) of the National Environmental Policy Act (NEPA).

As early as possible, and in all cases prior to an agency decision concerning a major action that significantly affects the quality of the human environment, USDA agencies will, in coordination with other appropriate Federal, State and local agencies, and the public assess in detail the potential environmental impact in order to avoid or minimize adverse effects, including secondary effects, whenever possible and to restore or enhance environmental quality to the fullest extent practicable. In particular, alternative actions that will avoid or minimize adverse impact should be explored and both the long- and short-range implications of a proposed action to man, his physical and social surroundings and to nature should be evaluated.

Assessments of the environmental impacts of a proposed action should be undertaken concurrently with initial technical and economic studies. Draft EIS's on administrative actions should be prepared in time to accompany the proposal through the existing agency review processes and prior to the first significant point of decision in the agency formal review process for such action. General policy is that, to the fullest extent possible, the NEPA Section 102(2)(C) process will be completed before irreversible decisions is made on major Federal actions significantly affecting the quality of the human environment.

USDA agencies will consider NEPA to supplement existing authorities, except where prohibited by law.

(b) Agency procedures. Each USDA agency head is responsible for preparing more specific procedures, applying these broad directives, together with the provisions of the NEPA and other implementing regulations, to the specific programs administered by that agency.

Such agency procedures should give special attention to identifying those agency actions requiring EIS's, the appropriate time prior to the decision for the consultations required by Section 102(2)(C) and the agency review process for which EIS's are to be available. In those instances where EIS's are required, agency procedures are to provide for (1) obtaining information required in their preparation, (2) designating the officials who are to be responsible for EIS's, (3) consulting with and taking account of comments of appropriate Federal, State and local agencies and the public, (4) limiting actions which an applicant is permitted to take prior to completion and review of the final EIS with respect to his application, and (5) timely public information on Federal plans and programs and environmental impact.

Agency procedures should provide for monitoring to assure (1) agency compliance with the procedural requirements of NEPA, and (2) that environmental safeguards are executed according to plan.

Revisions of agency procedures are to be proposed and adopted after consultation, where appropriate, with the USDA Coordinator of Environmental Quality Activities (hereinafter referred to as office of the coordinator), Washington, D.C., and CEQ. All appropriate Federal and State agencies and the public shall be given the opportunity to comment on all major revisions which shall be published in the Federal Register.

(c) Responsible official. Delegations of regular program responsibilities to agency heads include responsibility for the EIS process. Agency heads may further delegate responsibility for the process to other officials within their agency. The office of the coordinator will provide needed oversight and will, prior to transmittal to CEQ, review and sign off on EIS's that involve legislation, regulation and Departmental policies. For all other actions, the responsible agency official will send copies of his agency's EIS's directly to CEQ. A copy of the transmittal letter shall be sent to the office of the coordinator.

(d) Lead agency. Where USDA and one or more other Departments are involved in an action, the office of the coordinator and CEQ will assist in determining the feasibility of the preparation of a joint EIS by all parties concerned or the designation of a lead agency responsible for the preparation of the statement. In cases involving land management actions, the responsible land management agency is generally the preferred lead agency because of previously accrued responsibilities, large magnitude of involvement, relevant expertise and sequence of actions. USDA agencies, when designated as lead agency for an EIS, will be responsible for consulting with and obtaining information from other involved agencies with respect to their jurisdiction and expertise.

In certain instances, several USDA agencies have program responsibilities

relative to a major Federal action having a significant effect on the human environment. In such cases, the lead agency will be determined in consultation with the office of the coordinator. The lead agency will coordinate the input of all concerned USDA agencies in the development of the EIS.

.3 Types of actions covered.

(a) General. The National Environmental Policy Act, Section 102(2)(C), directs all agencies of the Federal Government to "include in every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the human environment, a detailed statement by the responsible official on the environmental impact of the proposed action." The Council on Environmental Quality, Guidelines for Preparation of Environmental Impact Statements, interprets the types of actions covered to include: (1) recommendations or favorable reports relating to legislation for which USDA will be the responsible Department; (2) the making, modification or establishment of regulations, rules, procedures and policy; and (3) administrative actions on new and continuing projects and program activities.

"Major" actions and "significant" environmental effects are difficult to define precisely and uniformly because of the great variation in economic, social and ecological conditions. Each USDA agency must use good judgment in determining when EIS's are required and must issue its own guidelines specifying as closely as possible those actions for which an EIS will be required. Controversy is a factor to be considered in determining whether or not an action is a "major" one. Broad public reaction will generally be necessary for deeming that a controversy exists.

(b) Environmental impact statements for recommendations and favorable reports on proposals for legislation.

(1) Scope. This subsection deals with recommendations and favorable reports on proposals for legislation involving (i) substantive bills referred to the Department for comment, and (ii) substantive legislative proposals from this Department.

(2) Decision, preparation and record. USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for determining which legislative proposals or reports require EIS's and for the preparation of EIS's acting on their own or in consonance with others in USDA, as appropriate. All agencies will respond promptly to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental impact statements, when required, should, to the maximum extent possible, accompany the legislative proposal or report. The proposal or the report should make reference to the EIS.

Copies of all EIS's relative to legislation covered by this subsection will be kept on file by the Records and Directives Branch, Office of Operations, as a part of the usual file on legislative reports. The office of the coordinator, with the assistance of appropriate staff offices, will determine if there are any needs for other records.

(3) Consultation and review. When necessary, after consulting with the office of the coordinator, the agency preparing the EIS may consult with appropriate Federal, State and local agencies and the public during such preparation prior to the submission of legislative proposals or reports to the Office of Management and Budget (OMB). The comments and views of such agencies and the public should be considered in the EIS. When time does not permit such prior consultation, it will be accomplished concurrently with the formal review of the legislative proposals or reports carried out by the OMB.

(4) Forwarding environmental impact statements. The Office of Management and Finance(OMF) will be responsible for forwarding copies of EIS's on the subject covered in this subsection to CEQ after review by the office of the coordinator. Where there is an EIS on a legislative proposal or report submitted to OMB for clearance, an information copy of the EIS will accompany each copy of the proposal or report. Preparing agencies will furnish sufficient copies of the EIS's as enclosures to the proposal or report.

Following clearance by OMB of the related legislative proposal or report the EIS will be forwarded to Congress by OMF and will be made available to the public by the responsible agency official.

(c) Environmental impact statements for establishing or modifying regulations, rules, procedures and policy.

(1) When responsibility for implementing a program or action is delegated to a specific agency and regulations or policy statements are necessary, the

need for an EIS will be determined by the assigned agency. Consultation with the office of the coordinator and the appropriate general officer may be desirable. If the decision is made that an EIS is necessary, it will be developed as outlined in Subsection .4 (Preparation and distribution of EIS's) and reviewed as outlined in Subsection .5 (Consultation, review and public involvement) in time to accompany the proposed regulations or policy statement through the review process.

(d) Environmental impact statements for USDA administrative actions.

(1) Scope. This subsection deals with major USDA administrative actions which may significantly affect the quality of the human environment.

(2) Major administrative actions. Major administrative actions may relate to the development of a national program or to the implementation of projects within that program. In some instances, it may be appropriate to aggregate a number of smaller similar actions proposed within a geographical area, and consider them in a single EIS. Major actions may include: (i) projects and continuing activities operated by USDA agencies or supported in whole or in part through USDA assistance, including contracts, grants, cost sharing, subsidies, loans or other forms of funding support, and involving USDA leases, permits, licenses, certificates or other entitlements of use;and (ii) initiation of major research programs or major changes in existing programs and pilot scale projects.

.4 Preparation and distribution of environmental impact statements.

(a) General considerations. An environmental impact statement is prepared

in two stages. A draft EIS is the first formal statement for filing with CEQ and for review and comment by other agencies and the public. A final EIS reflects the results of the draft review process and it is also filed with CEQ. The draft EIS must fulfill and satisfy to the fullest extent possible, at the time the draft is prepared, the requirements established for final EIS's by Section 102(2)(C). Comments received during preliminary consultations on the draft EIS and the final EIS will be carefully evaluated and considered in the decision making process.

Agencies may request applicants to furnish analyses and information in connection with their application. This material may be used in the preparation of an EIS. This is also the case in Federally supported grant and cooperative programs with states and local governments.

A systematic, interdisciplinary approach integrating the natural, social science and environmental design arts will be used in the preparation of EIS's. Alternative actions that will reduce adverse impacts or enhance positive effects will be thoroughly explored. Long- and short-range implications to man, to his physical and social surroundings and to nature are to be examined.

Environmental impact statements will be documents complete enough to stand on their own. They should be as succinct and understandable as possible. Highly technical and specialized analyses and data should, if needed, be appended to the body of the statement. Particular attention should be given to the substance of the information conveyed rather than to the particular form, length or detail of the EIS.

Agency NEPA procedures should provide for appropriate consultation and coordination in accordance with the requirements of the Fish and Wildlife Coordination Act or the wildlife requirement of the Watershed Protection and Flood Prevention Act, National Historic Preservation Act and Section 4(f)of the Department of Transportation Act 49 U.S.C. 1653(f). To the extent possible statements or findings required by these statutes concerning environmental impact should be combined with the environmental impact statement requirements of Section 102(2)(C) of NEPA to yield a single document which meets all applicable requirements.

(b) Content of environmental impact statements. The following points must be addressed in EIS's:

(1) Description. The proposed action must be clearly described by including enough information and technical data to give readers a clear understanding of the nature of the proposed action. Where appropriate, describe the present environment, location, size, land ownership and status, physiography, ecosystems, climate and other special features. Where relevant, maps or other graphic material should be provided. The objectives and purposes of the proposal must be given, along with other relevant background information.

The interrelationships of the proposed action with other projects and possible cumulative effects should be presented. Agencies should also identify growth characteristics of the affected area and any population and growth assumptions used. Where available, OBERS Projections are to be used.

The relationship of the proposal to land use plans, policies and controls for the affected area must be described. Where conflicts exist, the proposed resolution of these conflicts or the reasons why they cannot be resolved must be thoroughly addressed.

(2) Environmental impacts. This requires analyses and descriptions of both the anticipated favorable and adverse impacts of the proposed action as it affects the environment. Where appropriate, the international environmental impacts are to be assessed. The environment in this case includes both the natural environment and the social and economic environment. Air quality, water quality, land use and wildlife are examples of areas of environmental impact. Assessments of social impacts shall include consideration of civil rights, minority groups and low income persons.

Primary, secondary and accumulative effects must be considered in the analyses. Planned measures to minimize the adverse environmental impacts of the proposal should be discussed. Summaries of the probable favorable and adverse effects which cannot be avoided will be included, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion and threats to health. There should be included an indication of what other interests and considerations of Federal policy are thought to offset the adverse environmental effects.

(3) Relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity. This, in essence, requires the agency to assess the action for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

(4) Irreversible and irretrievable commitment of natural, cultural and other resources. This requires the agency to identify the extent to which the action curtails the range of beneficial use of the environment.

(5) Alternatives to the proposed action. Alternatives to accomplish an objective should be identified and effects evaluated as part of the planning process. Evaluation must be sufficient to determine benefits, costs and risks. In the agency's view, the "best" alternative is selected as the proposed action or several alternatives are presented pending selection of the best alternative and presented to others for review and criticism. The impacts and consequences of each alternative should be presented so that others may form an independent view of the worth of the proposed action and possible alternative courses of action. In the course of review of the draft statement, additional viable alternatives may be identified. Alternatives may include those not within the existing authority of the agency. A "no action" alternative will generally have to be evaluated, along with other alternatives such as different designs, locations or new approaches to accomplishing the objectives.

Available benefit/cost information for the proposed action and each alternative should be either appended to the EIS or made available to the public.

(6) Consultation with appropriate Federal agencies and review by state and local agencies and public involvement. The draft EIS should describe consultation and involvement and a summary of the results of this action, including a list of those consulted.

All substantive comments received on the draft EIS (or summaries thereof where response has been exceptionally voluminous) are to be attached to the final EIS, whether or not each such comment is thought to merit individual discussion by the agency in the text of the EIS.

(7) Cover sheet and summary sheet for environmental impact statements. All USDA EIS's will include a cover page and a summary sheet constructed as shown below. The cover page should not include the description title shown on the left margin, but only that information within the box, which is given as an example:

Cover Page

| | |
|---|---|
| Report Number..... 1/ | USDA-REA-ES, unit or program code if desired, (ADM)-72-11-D |
| Title..... | Beaver Creek to Wray, Colorado, Transmission Line |
| Subtitle..... | Draft (or Final) Environmental Statement |
| Responsible Official..... | David A. Hamil, Administrator<br>Rural Electrification Administration |
| Performing Organization..... | Tri-State Generation and Transmission Association |
| Name and address..... | P.O. Box 29198<br>Denver, Colorado 80229 |
| Date Prepared..... | August 14, 1971 |
| Sponsoring Agency..... | Prepared by |
| Name and address..... | U.S. Department of Agriculture<br>Rural Electrification Administration<br>Washington, D.C. 20250 |

1/ USDA, REA, Environmental Statement, (Administrative), fiscal year 1972, sequential number 11, within that year, draft or "F" for final. Some USDA agencies may wish to use a unit code in addition to the agency abbreviation. Draft and final statements for the same action should be assigned identical report numbers, even though final statements may be prepared in the subsequent fiscal year.

Summary Sheet

USDA ENVIRONMENTAL STATEMENT
"Title"
Prepared in Accordance With
Sec. 102(2)(C) of P.L. 91-190

Summary Sheet

(Check one) ( ) Draft ( ) Final Environmental Statement

Name of responsible Federal agency (with name of operating division where appropriate). Name, address and telephone number of individual at the agency who can be contacted for additional information about the proposed action or the statement.

1. Name of action (Check one) ( ) Administrative Action
   ( ) Legislative Action

2. Brief description of action and its purpose. Indicate what states (and counties) are particularly affected and what other proposed Federal actions in the area, if any, are discussed in the statement.

3. Summary of environmental impacts and adverse environmental effects.

4. Summary of major alternatives considered.

5. (For draft statements) List all Federal, state and local agencies and other parties from which comments have been requested. (For final statements) List all Federal, state and local agencies and other parties from which written comments have been received.

6. On final environmental impact statement summary sheet only, show date the draft environmental statement was transmitted to CEQ.

(8) The EIS is to summarize and document data sources.

(c) Distribution of environmental impact statements to CEQ. Except as covered in Subsection .3(b)(EIS's for recommendations or reports on proposals for legislation), agency officials responsible for preparing EIS's are responsible for furnishing copies of the EIS's to CEQ.

Five (5) copies of draft EIS's prepared by USDA agencies and five (5) copies of the final text of EIS's shall be supplied to CEQ (this will serve as making EIS's available to the President).

(d) Availability of environmental impact statements to the public. Copies of draft and final EIS's are to be made available to the public by the responsible Federal official without charge to the extent practicable. Consistent with general guidelines for in-office maintenance of records, each agency will maintain at its headquarters a historical file of EIS's available for public inspection.

.5 Consultation, review and public involvement.

(a) Consultation. Prior to the development of draft EIS's, USDA agencies shall consult with interested parties, including appropriate Federal, state and local agencies and the public. Comments and views of such interested parties should be considered in developing the draft environmental statement. Inclusion of comments and views of any agency in a draft environmental statement shall not in any way limit such agency in its subsequent submission of comments on the draft environmental statement. Appendix II, CEQ Guidelines, should be consulted for possible impacts and agencies which should be consulted.

(b) Office of Management and Budget procedures. For direct Federal projects and projects assisted under programs listed in Attachment D of the OMB Circular No. A-95, review by state and local governments will be through procedures set forth under Part I, Circular No. A-95.

(c) Environmental Protection Agency review. The Environmental Protection Agency (EPA) has special responsibilities under Section 309, Clean Air Act. USDA agencies are to comply with the requirements of that Act.

(d) Circulation for review and comment, Federal, state and local agencies; and time limit. The draft environmental statement shall be circulated for review and comment by Federal, state and local agencies having jurisdiction by law or special expertise with respect to environmental impacts (see Appendix II, CEQ Guidelines, August 1, 1973); and shall be made available for comment by the public. A time limit of not less than sixty (60) days from the date of transmittal by the responsible official to CEQ will be observed to receive comments by reviewers.

To the maximum extent practicable, no administrative action is to be taken for thirty (30) days after the final EIS has been furnished to CEQ and made available to the public.

(e) Expedited procedures. Where emergency circumstances make it necessary to take action with significant environmental impact without observing the provisions of subparagraphs (a), (b), (c) and (d) of this section, the agency proposing to take the action shall work through the office of the coordinator in consulting with the CEQ about alternative arrangements.

(f) Public information and involvement. USDA agencies will use appropriate procedures to insure the fullest practicable provision of timely public information, understanding and involvement in Federal (USDA) plans and programs with environmental impact in order to obtain views and information on alternative courses of action (Executive Order No. 11514 of March 5, 1970, and Secretary's Memorandum No. 1695, Supplement 5, of December 1, 1970).

It is an objective of USDA to involve the public early and continue throughout the process in developing its policies and in formulating and implementing its programs. Agencies will discharge their environmental responsibilities in ways that make their management processes visible and their people available. Agencies are to utilize timely and effective procedures such as direct verbal contact, meetings, printed materials, news media, public notices and hearings, as appropriate, to accomplish these objectives.

When hearings are held to review draft EIS's, such draft EIS's must be available at least fifteen (15) days in advance of the hearing.

Agencies are to maintain a list of environmental statements under preparation, make the list available to CEQ on a quarterly basis, and keep it available for public inspection. If an agency decides that an environmental statement is not necessary for a proposed action (i) which the agency has identified as normally requiring preparation of a statement, (ii) which is similar to actions for which the agency has prepared a significant number of statements,

(iii) which the agency has previously announced would be the subject of a statement, or (iv) for which the agency has made a negative determination in response to a request from the Council, the agency shall prepare a publicly available record briefly setting forth the agency's decision and the reasons for that determination.

6. Review of other agencies' environmental impact statements. The Department of Agriculture and its agencies will review and comment on proposals for legislation or other major actions by other agencies as requested and/or determined appropriate because of jurisdiction by law or special expertise with respect to the environmental impact. The purposes of NEPA are best and most efficiently served if EIS's are reviewed by those personnel with the expertise and close enough to the proposed action that they have first-hand knowledge.

Other Federal agencies should observe the following procedures in obtaining comments of USDA and its agencies on EIS's:

(The required number of copies is indicated in parentheses)

| Subject Area | Send To |
|---|---|
| 1. Legislative (12) | Office of the Secretary<br>Attn: Coordinator of Environmental Quality Activities |
| 2. Regulations and National Policies (12) | (same as above) |
| 3. Broad National Programs (12) | (same as above) |

| Subject Area | Send To |
|---|---|
| 4. Major Federal Actions of a National or Interregional Scope (4) a/ | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines (USDA agencies will be responsible for consulting with each other and the office of the coordinator, as appropriate, in developing responses). |
| 5. Major Federal Actions of a Regional Scope (4) a/ | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines, with the exception of Forest Service. EIS's to be reviewed by Forest Service should be forwarded to the appropriate regional and area offices. The addresses are attached. |
| 6. Major Federal Actions of a State or Local Scope (4) a/ | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines, with the exception of Forest Service and Soil Conservation Service. Statements to be sent to FS and SCS should be forwarded to the appropriate field or state office. The addresses are attached. |

a/ Four copies to each agency. – put this at the bottom of the page (it's a footnote)

In case of question, other Federal agencies should contact the office of the coordinator. In all cases, lead agencies or field offices are responsible for obtaining and coordinating inputs from other USDA or agency sources as the case may be. USDA has a variety of environmental expertise not all of which is universally located at all field offices. Thus, reviewers must be alert to the need to bring in special expertise for reviews on particularly important actions. To the extent possible, an interdisciplinary approach is to be used to review EIS's of other agencies in the same manner as used to

develop EIS's of USDA. Comments should be specific, substantive and factual. It may be appropriate for reviewers to indicate the adequacy of the EIS's, the need for change or more information, and conclusions as to the advisability of the proposed action.

Where a recommendation for an alternative action in contrast to the proposed action is indicated, such recommendation is to be first discussed with the agency proposing the action. In all cases, the review and subsequent action will be performed in a constructive and cooperative manner.

Five (5) copies of all comments made on draft and final EIS's of other agencies shall be forwarded to CEQ at the time comments are forwarded to the responsible agency. A copy of all comments on other agencies' EIS's is to be on file in the Washington office of the reviewing agency.

7. CEQ requests and consultation. In order to assist the CEQ in fulfilling its responsibilities under NEPA and under Executive Order 11514, the Department will give careful consideration to requests from the CEQ for reports, other information, and actions dealing with issues arising in connection with the implementation of NEPA. Conversely, the Department will seek the advice of the CEQ in developing and operating its environmentally-related programs.

Secretary's Memorandum 1695, Supplement 4, Revised, dated November 20, 1972, is hereby superseded.

October 25, 1974

Earl L. Butz

Secretary of Agriculture

ATTACHMENT

# Forest Service and Soil Conservation Service Addresses for Receiving Environmental Impact Statements of Other Federal Agencies Involving Major Federal Actions that are Regional, State or Local in Scope (See .6 of USDA Guidelines).

# FOREST SERVICE

CHIEF, Forest Service
US Department of Agriculture
Washington, DC 20250

REGION 1, Northern Region
(Montana, NE Washington, N. Idaho,
North Dakota and NW South Dakota)

Regional Forester
Northern Region
US Forest Service
Federal Building
Missoula, Montana 59801

REGION 2, Rocky Mountain Region
(Colorado, Kansas, Nebraska, South Dakota and Wyoming)

Regional Forester
Rocky Mountain Region
US Forest Service
Denver Federal Center, Bldg., 85
Denver, Colorado 80225

REGION 3, Southwestern Region
(Arizona and New Mexico)

Regional Forester
Southwestern Region
US Forest Service
Federal Building
517 Gold Ave., SW
Albuquerque, New Mexico 87101

REGION 4, Intermountain Region
(Utah, S. Idaho, W. Wyoming and Nevada)

Regional Forester
Intermountain Region
US Forest Service
Federal Building
324 25th Street
Ogden, Utah 84401

REGION 5, California Region
(California and Hawaii)

Regional Forester
California Region
US Forest Service
630 Sansome Street
San Francisco, California 94111

REGION 6, Pacific Northwest Region
(Washington and Oregon)

Regional Forester
Pacific Northwest Region
US Forest Service
319 SW Pine Street
P.O. Box 3623
Portland, Oregon 97208

REGION 8, Southern Region
(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia)

Regional Forester
Southern Region
US Forest Service
1720 Peachtree Road, NW
Atlanta, Georgia 30309

REGION 9, Eastern Region
(Connecticut, Delaware, Illinois, Iowa, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin)

Regional Forester
Eastern Region
US Forest Service
633 W. Wisconsin Avenue
Milwaukee, Wisconsin 53203

REGION 10, Alaska Region
(Alaska)

Regional Forester
Alaska Region
US Forest Service
Federal Office Building
Box 1628
Juneau, Alaska 99801

NORTHEASTERN AREA STATE AND PRIVATE FORESTRY

(Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin)

Director
Northeastern Area, S&PF
US Forest Service
6816 Market Street
Upper Darby, Pennsylvania 19082

SOUTHEASTERN AREA STATE AND PRIVATE FORESTRY

(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia)

Director
Southeastern Area, S&PF
US Forest Service
1720 Peachtree Road, NW
Atlanta, Georgia 30309

Note: State and Private Forestry offices are located in the Regional Headquarters with the exception of the two Areas above.

# SOIL CONSERVATION SERVICE

ADMINISTRATOR
Soil Conservation Service
Washington, D. C. 20250

## ALABAMA

State Conservationist
Soil Conservation Service
Wright Building
138 South Gay Street
P.O. Box 311
Auburn, Alabama 36830

## ALASKA

State Conservationist
Soil Conservation Service
204 East Fifth Avenue
Room 217
Anchorage, Alaska 99501

## ARIZONA

State Conservationist
Soil Conservation Service
230 N. 1st Avenue
6029 Federal Building
Phoenix, Arizona 85025

## ARKANSAS

State Conservationist
Soil Conservation Service
Federal Building, Room 5029
700 West Capitol Street
P.O. Box 2323
Little Rock, Arkansas 72203

## CALIFORNIA

State Conservationist
Soil Conservation Service
2828 Chiles Road
P.O. Box 1019
Davis, California 95616

## COLORADO

State Conservationist
Soil Conservation Service
2490 West 26th Avenue
Room 313
P.O. Box 17107
Denver, Colorado 80217

CONNECTICUT

State Conservationist
Soil Conservation Service
Mansfield Professional Park
Route 44A
Storrs, Connecticut 06268

DELAWARE

State Conservationist
Soil Conservation Service
Treadway Towers, Suite 2-4
9 East Loockerman Street
Dover, Delaware 19901

FLORIDA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 1208
Gainesville, Florida 32601

GEORGIA

State Conservationist
Soil Conservation Service
Heritage Building
468 North Milledge Avenue
P.O. Box 832
Athens, Georgia 30601

HAWAII

State Conservationist
Soil Conservation Service
440 Alexander Young Bldg.
Honolulu, Hawaii 96813

IDAHO

State Conservationist
Soil Conservation Service
Room 345
304 North 8th Street
Boise, Idaho 83702

ILLINOIS

State Conservationist
Soil Conservation Service
Federal Building
200 W. Church Street
P.O. Box 678
Champaign, Illinois 61820

INDIANA

State Conservationist
Soil Conservation Service
Atkinson Square-West
Suite 2200
5610 Crawfordsville Road
Indianapolis, Indiana 46224

IOWA

State Conservationist
Soil Conservation Service
823 Federal Building
210 Walnut Street
Des Moines, Iowa 50309

KANSAS

State Conservationist
Soil Conservation Service
760 South Broadway
P.O. Box 600
Salina, Kansas 67401

KENTUCKY

State Conservationist
Soil Conservation Service
333 Waller Avenue
Lexington, Kentucky 40504

LOUISIANA

State Conservationist
Soil Conservation Service
3737 Government Street
P.O. Box 1630
Alexandria, Louisiana 71301

MAINE

State Conservationist
Soil Conservation Service
USDA Building
University of Maine
Orono, Maine 04473

MARYLAND

State Conservationist
Soil Conservation Service
Room 522, Hartwick Building
4321 Hartwick Road
College Park, Maryland 20740

MASSACHUSETTS

State Conservationist
Soil Conservation Service
27-29 Cottage Street
Amherst, Massachusetts 01002

MICHIGAN

State Conservationist
Soil Conservation Service
1405 Harrison Road
East Lansing, Michigan 48823

MINNESOTA

State Conservationist
Soil Conservation Service
200 Federal Bldg. and
U.S. Courthouse
316 North Robert Street
St. Paul, Minnesota 55101

MISSISSIPPI

State Conservationist
Soil Conservation Service
Milner Building, Room 490
P.O. Box 610
Jackson, Mississippi 39205

MISSOURI

State Conservationist
Soil Conservation Service
Parkade Plaza Shopping Center
(Terrace Level)
P.O. Box 459
Columbia, Missouri 65201

MONTANA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 970
Bozeman, Montana 59715

NEBRASKA

State Conservationist
Soil Conservation Service
134 South 12th Street
Lincoln, Nebraska 68508

NEVADA

State Conservationist
Soil Conservation Service
U.S. Post Office Building
P.O. Box 4850
Reno, Nevada 89505

NEW HAMPSHIRE

State Conservationist
Soil Conservation Service
Federal Building
Durham, New Hampshire 03824

NEW JERSEY

State Conservationist
Soil Conservation Service
1370 Hamilton Street
P.O. Box 219
Somerset, New Jersey 08873

NEW MEXICO

State Conservationist
Soil Conservation Service
517 Gold Avenue, SW
P.O. Box 2007
Albuquerque, New Mexico 87103

NEW YORK

State Conservationist
Soil Conservation Service
Midtown Plaza - Room 400
700 East Water Street
Syracuse, New York 13210

NORTH CAROLINA

State Conservationist
Soil Conservation Service
Federal Office Building
310 New Bern Avenue
Fifth Floor - P.O. Box 27307
Raleigh, North Carolina 27611

NORTH DAKOTA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 1458
Bismarck, North Dakota 58501

OHIO

State Conservationist
Soil Conservation Service
311 Old Federal Building
3rd & State Streets
Columbus, Ohio 43215

OKLAHOMA

State Conservationist
Soil Conservation Service
Agriculture Building
Farm Road & Brumley Street
Stillwater, Oklahoma 74074

OREGON

State Conservationist
Soil Conservation Service
Washington Building
1218 S.W. Washington Street
Portland, Oregon 97205

PENNSYLVANIA

State Conservationist
Soil Conservation Service
Federal Bldg. & Court House
Box 985 Federal Square Station
Harrisburg, Pennsylvania 17108

PUERTO RICO

Director, Caribbean Area
Soil Conservation Service
1409 Ponce de Leon Avenue
Stop 20
Santurce, Puerto Rico 00908

RHODE ISLAND

State Conservationist
Soil Conservation Service
222 Quaker Lane
West Warwick, Rhode Island 02893

SOUTH CAROLINA

State Conservationist
Soil Conservation Service
Federal Building
901 Sumter Street
Columbia, South Carolina 29201

SOUTH DAKOTA

State Conservationist
Soil Conservation Service
239 Wisconsin Avenue, SW
P.O. Box 1357
Huron, South Dakota 57350

TENNESSEE

State Conservationist
Soil Conservation Service
561 U.S. Court House
Nashville, Tennessee 37203

TEXAS

State Conservationist
Soil Conservation Service
16-20 South Main Street
P.O. Box 648
Temple, Texas 76501

UTAH

State Conservationist
Soil Conservation Service
4012 Federal Building
125 South State Street
Salt Lake City, Utah 84111

VERMONT

State Conservationist
Soil Conservation Service
96 College Street
Burlington, Vermont 05401

VIRGINIA

State Conservationist
Soil Conservation Service
Federal Bldg., Room 7408
400 N. 8th Street
P.O. Box 10026
Richmond, Virginia 23240

WASHINGTON

State Conservationist
Soil Conservation Service
360 U.S. Courthouse
W. 920 Riverside Avenue
Spokane, Washington 99201

WEST VIRGINIA

State Conservationist
Soil Conservation Service
75 High Street
P.O. Box 865
Morgantown, West Virginia 26505

WISCONSIN

State Conservationist
Soil Conservation Service
4601 Hammersley Road
P.O. Box 4248
Madison, Wisconsin 53711

WYOMING

State Conservationist
Soil Conservation Service
Federal Office Building
P.O. Box 2440
Casper, Wyoming 82601

## Office of the Secretary

## ENVIRONMENTAL IMPACT STATEMENTS

### Policies and Directives

On August 1, 1973, the Council on Environmental Quality (CEQ), published its revised guidelines for the preparation of environmental impact statements in the FEDERAL REGISTER (38 FR 20549). On November 19, 1973, the Office of the Secretary published proposed revised USDA guidelines based on the CEQ guidelines (38 FR 31935).

The revised USDA guidelines set forth herein are in large part identical to the proposed revised guidelines. The following changes were made in response to comments that were received:

1. .2 *Policy.*

(a) *General.* Second paragraph, first sentence changed to read "* * * to avoid or minimize adverse effects, including secondary effects, whenever * * *"

2. .4 *Preparation and distribution of environmental impact statements.*

(a) *General considerations.* Last paragraph rewritten.

3. .4 * * *

(b) *Content of environmental impact statements.*

* * * * *

(2) *Environmental impacts.* After fourth sentence add new sentence "Assessments of social impacts shall include consideration of civil rights, minority groups and low income persons."

4. .4 * * *

(b) * * *

* * * * *

(4) *Irreversible and irretrievable commitment of natural, cultural and other resources.* The words "* * * natural, cultural and other * * *" were added to the subheading.

.4 * * *

(c) *Distribution of environmental statements.* Second paragraph deleted and a new subsection (d) established dealing with availability of EIS's to the public.

5. .5 * * *

* * * * *

(f) Deals with public information and involvement. A comment was received regarding adequate newspaper public notices. It was concluded that the guidance provided to the several USDA agencies by section .5(f) was adequate to provide for meeting the thrust of the recommendation where appropriate.

These guidelines shall become effective on May 29, 1974.

1. *Purpose and authority.* This directive states policy and provides guidance to agencies of the Department in fulfilling the requirements of section 102(2)(C) of the National Environmental Policy Act (42 U.S.C. 4332(2)(C)). This section requires Federal agencies to include in every recommendation or report on proposals for legislation and other major Federal actions (administrative actions) significantly affecting the quality of the human environment a detailed environmental impact statement (EIS). Additional authority, directives and instructions are found in (1) Executive Order 11514, (2) Council on Environmental Quality (CEQ) Guidelines for Preparation of Environmental Impact Statements, as published in the FEDERAL REGISTER, Vol. 38, No. 147, August 1, 1973, Part II, and (3) Section 12(a), Clean Air Act Amendments of 1970, which added a new section 309 to the Clean Air Act.

The objectives of these guidelines are to provide (1) a uniform system for determining whether proposed or pending legislation and other major USDA actions will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions, and (3) guidance for preparing EIS's.

2. *Policy.* (a) *General.* These guidelines are to be followed by all agencies of the Department in fulfilling the requirements of section 102(2)(C) of the National Environmental Policy Act (NEPA).

As early as possible, and in all cases prior to an agency decision concerning a major action that significantly affects the quality of the human environment, USDA agencies will, in consultation with other appropriate Federal, State and local agencies, and the public assess in detail the potential environmental impact in order to avoid or minimize adverse effects, including secondary effects, whenever possible and to restore or enhance environmental quality to the fullest extent practicable. In particular, alternative actions that will avoid or minimize adverse impact should be explored and both the long- and short-range implications of a proposed action to man, his physical and social surroundings and to nature should be evaluated.

Assessments of the environmental impacts of a proposed action should be undertaken concurrently with initial technical and economic studies. Draft EIS's on administrative actions should be prepared in time to accompany the proposal through the existing agency review processes and prior to the first significant point of decision in the agency formal review process for such action. General policy is that, to the fullest extent possible, the NEPA section 102(2)(C) process will be completed before irreversible decision is made on major Federal actions significantly affecting the quality of the human environment.

USDA agencies will consider NEPA to supplement existing authorities, except where prohibited by law.

(b) *Agency procedures.* Each USDA agency head is responsible for preparing more specific procedures, applying these broad directives, together with the provisions of the NEPA and other implementing regulations, to the specific programs administered by that agency.

Such agency procedures should give special attention to identifying those agency actions requiring EIS's, the appropriate time prior to the decision for the consultations required by section 102(2)(C) and the agency review process for which EIS's are to be available. In those instances where EIS's are required, agency procedures are to provide for (1) obtaining information required in their preparation, (2) designating the officials who are to be responsible for EIS's, (3) consulting with and taking account of comments of appropriate Federal, State and local agencies and the public, (4) limiting actions which an applicant is permitted to take prior to completion and review of the final EIS with respect to his application, and (5) timely public information on Federal plans and programs and environmental impact.

Agency procedures should provide for monitoring to assure (1) agency compliance with the procedural requirements of NEPA, and (2) that environmental safeguards are executed according to plan.

Revisions of agency procedures are to be proposed and adopted after consultation, where appropriate, with the USDA Coordinator of Environmental Quality Activities (hereinafter referred to as office of the coordinator), Washington, D.C., and CEQ. All appropriate Federal and State agencies and the public shall be given the opportunity to comment on all major revisions which shall be published in the FEDERAL REGISTER.

(c) *Responsible official.* Delegations of regular program responsibilities to agency heads include responsibility for the EIS process. Agency heads may further delegate responsibility for the process to other officials within their agency. The office of the coordinator will provide needed oversight and will, prior to transmittal to CEQ, review and sign off on EIS's that involve legislation, regulation and Departmental policies. For all other actions, the responsible agency official will send copies of his agency's EIS's directly to CEQ. A copy of the transmittal letter shall be sent to the office of the coordinator.

(d) *Lead agency.* Where USDA and one or more other Departments are involved in an action, the office of the coordinator and CEQ will assist in determining the feasibility of the preparation of a joint EIS by all parties concerned or the designation of a lead agency responsible for the preparation of the statement. In cases involving land management actions, the responsible land management agency is generally the preferred lead agency because of previously accrued responsibilities, large magnitude of involvement, relevant expertise and sequence of actions. USDA agencies, when designated as lead agency for an EIS, will be responsible for consulting with and obtaining information from other involved agencies with respect to their jurisdiction and expertise.

In certain instances, several USDA agencies have program responsibilities relative to a major Federal action having a significant effect on the human environment. In such cases, the lead agency will be determined in consultation with the office of the coordinator. The lead agency will coordinate the input of all concerned USDA agencies in the development of the EIS.

.3 *Types of actions covered.* (a) *General.* The National Environmental Policy Act, Section 102(2)(C), directs all agencies of the Federal Government to "include in every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the human environment, a detailed statement by the responsible official on the environmental impact of the proposed action." The Council on Environmental Quality, Guidelines for Preparation of Environmental Impact Statements, interprets the types of actions covered to include: (1) Recommendations or favorable reports relating to legislation for which USDA will be the responsible Department; (2) the making, modification or establishment of regulations, rules, procedures and policy; and (3) administrative actions on new and continuing projects and program activities.

"Major" actions and "significant" environmental effects are difficult to define precisely and uniformly because of the great variation in economic, social and ecological conditions. Each USDA agency must use good judgment in determining when EIS's are required and must issue its own guidelines specifying as closely as possible those actions for which an EIS will be required. Controversy is a factor to be considered in determining whether or not an action is a "major" one. Board public reaction will generally be necessary for deeming that a controversy exists.

(b) *Environmental impact statements for recommendations and favorable reports on proposals for legislation*—(1) *Scope.* This subsection deals with recommendations and favorable reports on proposals for legislation involving (i) substantive bills referred to the Department for comment, and (ii) substantive legislative proposals from this Department.

(2) *Decision, preparation and record.* USDA agncies designated for preparing reports on legislation of the type covered herein will be responsible for determining which legislative proposals or reports require EIS's and for the preparation of EIS's acting on their own or in consonance with others in USDA agencies designated for preparing respond promptly to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental impact statements, when required, should, to the maximum extent possible, accompany the legislative proposal or report. The proposal or the report should make reference to the EIS.

Copies of all EIS's relative to legislation covered by this subsection will be kept on file by the Records and Directives Branch, Office of Operations, as a part of the usual file on legislative reports. The office of the coordinator, with the assistance of appropriate staff offices, will determine if there are any needs for other records.

(3) *Consultation and review.* When necessary, after consulting with the office of the coordinator, the agency preparing the EIS may consult with appropriate Federal, State, and local agencies and the public during such preparation prior to the submission of legislative proposals or reports to the Office of Management and Budget (OMB). The comments and views of such agencies should be considered in the EIS. When time does not permit such prior consultation, it will be accomplished concurrently with the formal review of the legislative proposals or reports carried out by the OMB.

(4) *Forwarding environmental impact statements.* The Office of Management and Finance (OMF) will be responsible for forwarding copies of EIS's on the subject covered in this subsection to CEQ after review by the office of the coordinator. Where there is an EIS on a legislative proposal or report submitted to OMB for clearance, an information copy of the EIS will accompany each copy of the proposal or report. Preparing agencies will furnish sufficient copies of the EIS's as enclosures to the proposal or report.

Following clearance by OMB of the related legislative proposal or report the EIS will be forwarded to Congress by OMF and will be made available to the public by the responsible agency official.

(c) *Environmental impact statements for establishing or modifying regulations, rules, procedures and policy.* (1) When responsibility for implementing a program or action is delegated to a specific agency and regulations or policy statements are necessary, the need for an EIS will be determined by the assigned agency. Consultation with the office of the coordinator and the appropriate general officer may be desirable. If the decision is made that an EIS is necessary, it will be developed as outlined in subsection .4 (Preparation and distribution of EIS's) and reviewed as outlined in subsection .5 (Consultation, review and public involvement) in time to accompany the proposed regulations or policy statement through the review process.

(d) *Environmental impact statements for USDA administrative actions*—(1) *Scope.* This subsection deals with major USDA administrative actions which may significantly affect the quality of the human environment.

(2) *Major administrative actions.* Major administrative actions may relate to the development of a national program or to the implementation of projects within that program. In some instances, it may be appropriate to aggregate a number of smaller similar actions proposed within a geographical area, and consider them in a single EIS. Major actions may include: (i) projects and continuing activities operated by USDA agencies or supported in whole or in part through USDA assistance, including contracts, grants, cost sharing, subsidies, loans or other forms of funding support, and involving USDA leases, permits, licenses, certificates or other entitlements of use; and (ii) initiation of major research programs or major changes in existing programs and pilot scale projects.

.4 *Preparation and distribution of environmental impact statements*—(a) *General considerations.* An environmental impact statement is prepared in two stages. A draft EIS is the first formal statement for filing with CEQ and for review and comment by other agencies and the public. A final EIS reflects the results of the draft review process and it is also filed with CEQ. The draft EIS must fulfill and satisfy to the fullest extent possible, at the time the draft is prepared, the requirements established for final EIS's by section 102(2)(C). Comments received during preliminary consultations on the draft EIS and the final EIS will be carefully evaluated and considered in the decision making process.

Agencies may request applicants to furnish analyses and information in connection with their application. This material may be used in the preparation of an EIS. This is also the case in Federally supported grant and cooperative programs with states and local governments.

A systematic, interdisciplinary approach integrating the natural, social science and environmental design arts will be used in the preparation of EIS's. Alternative actions that will reduce adverse impacts or enhance positive effects will be thoroughly explored. Long- and short-range implications to man, to his physical and social surroundings and to nature are to be examined.

Environmental impact statements will be documents complete enough to stand on their own. They should be as succinct and understandable as possible. Highly technical and specialized analyses and data should, if needed, be appended to the body of the statement. Particular attention should be given to the substance of the information conveyed rather than to the particular form, length or detail of the EIS.

Agency NEPA procedures should provide for appropriate consultation and coordination in accordance with the requirements of the Fish and Wildlife Coordination Act or the wildlife requirement of the Watershed Protection and Flood Prevention Act, National Historic Preservation Act and section 4(f) of the Department of Transportation Act 49 U.S.C. 1653(f). To the extent possible statements or findings required by these statutes concerning environmental impact should be combined with the environmental impact statement requirements of section 102(2)(C) of NEPA to yield a single document which meets all applicable requirements.

(b) *Content of environmental impact statements.* The following points must be addressed in EIS's:

(1) *Description.* The proposed action must be clearly described by including enough information and technical data to give readers a clear understanding of the nature of the proposed action. Where appropriate, describe the present environment, location, size, land

ownership and status, physiography, ecosystems, climate and other special features. Where relevant, maps or other graphic material should be provided. The objectives and purposes of the proposal must be given, along with other relevant background information.

The interrelationships of the proposed action with other projects and possible cumulative effects should be presented. Agencies should also identify growth characteristics of th afected area and any population and growth assumptions used. Where available, OBERS Projections are to be used.

The relationship of the proposal to land use plans, policies and controls for the affected area must be described. Where conflicts exist, the proposed resolution of these conflicts or the reasons why they cannot be resolved must be thoroughly addressed.

(2) *Environmental impacts.* This requires analyses and descriptions of both the anticipated favorable and adverse impacts of the proposed action as it affects the environment. Where appropriate, the international environmental impacts are to be assessed. The environment in this case includes both the natural environment and the social and economic environment. Air quality, water quality, land use and wildlife are examples of areas of environmental impact. Assessments of social impacts shall include consideration of civil rights, minority groups and low income persons.

Primary, secondary and accumulative effects must be considered in the analyses. Planned measures to minimize the adverse environmental impacts of the proposal should be discussed. Summaries of the probable favorable and adverse effects which cannot be avoided will be included, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion and threats to health. There should be included an indication of what other interests and considerations of Federal policy are thought to offset the adverse environmental effects.

(3) *Relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity.* This, in essence, requires the agency to assess the action for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

(4) *Irreversible and irretrievable commitment of natural, cultural and other resources.* This requires the agency to identify the extent to which the action curtails the range of beneficial use of the environment.

(5) *Alternatives to the proposed action.* Alternatives to accomplish an objective should be identified and effects evaluated as part of the planning process. Evaluation must be sufficient to determine benefits, costs and risks. In the agency's view, the "best" alternative is selected as the proposed action or several alternatives are presented pending selection of the best alternative and presented to others for review and criticism. The impacts and consequences of each alternative should be presented so that others may form an independent view of the worth of the proposed action and possible alternative courses of action. In the course of review of the draft statement, additional viable alternatives may be identified. Alternatives may include those not within the existing authority of the agency. A "no action" alternative will generally have to be evaluated, along with other alternatives such as different designs, locations or new approaches to accomplishing the objectives.

Available benefit/cost information for the proposed action and each alternative should be either appended to the EIS or made available to the public.

(6) *Consultation with appropriate Federal agencies and review by state and local agencies and public involvement.* The draft EIS should describe consultation and involvement and a summary of the results of this action, including a list of those consulted.

All substantive comments received on the draft EIS (or summaries thereof where response has been exceptionally voluminous) are to be attached to the final EIS, whether or not each such comment is thought to merit individual discussion by the agency in the text of the EIS.

(7) *Cover sheet and summary sheet for environmental impact statements.* All USDA EIS's will include a cover page and a summary sheet constructed as shown below. The cover page should not include the description title shown on the left margin, but only that information within the box, which is given as an example:

Cover page:

| | |
|---|---|
| Report number | [1] USDA–REA–ES, unit or program code if desired, (ADM)–72–11–D. |
| Title | Beaver Creek to Wray, Colo., Transmission Line. |
| Subtitle | Draft (or final) environmental statement. |
| Responsible official | David A. Hamil, Administrator, Rural Electrification Administration. |
| Performing organization | Tri-State Generation and Transmission Association. |
| Name and address | P.O. Box 29198, Denver, Colorado 80229. |
| Date prepared | August 14, 1971. |
| Sponsoring agency | Prepared by— |
| Name and address | U.S. Department of Agriculture, Rural Electrification Administration, Washington, D.C. 20250. |

[1] USDA, REA, Environmental Statement (Administrative), fiscal year 1972, sequential number 11, within that year, draft or "F" for final. Some USDA agencies may wish to use a unit code in addition to the agency abbreviation. Draft and final statements for the same action should be assigned identical report numbers, even though final statements may be prepared in the subsequent fiscal year.

USDA ENVIRONMENTAL STATEMENT

"Title"

Prepared in Accordance With
Sec. 102(2)(C) of P.L. 91-190

SUMMARY SHEET

(Check one) ( ) Draft ( ) Final Environmental Statement

Name of responsible Federal agency (with name of operating division where appropriate). Name, address and telephone number of individual at the agency who can be contacted for additional information about the proposed action or the statement.

1. Name of action (Check one) ( ) Administrative Action ( ) Legislative Action.

2. Brief description of action and its purpose. Indicate what states (and counties) are particularly affected and what other proposed Federal actions in the area, if any, are discussed in the statement.

3. Summary of environmental impacts and adverse environmental effects.

4. Summary of major alternatives considered.

5. (For draft statements) List all Federal, state and local agencies and other parties from which comments have been requested. (For final statements) List all Federal, state and local agencies and other parties from which written comments have been received.

6. On final environmental impact statement *summary* sheet *only*, show date the draft environmental statement was transmitted to CEQ.

(8) *The EIS is to summarize and document data sources.*

(c) *Distribution of environmental impact statements to CEQ.* Except as covered in subsection .3(b) (EIS's for recommendations or reports on proposals for legislation), agency officials responsible for preparing EIS's are responsible for furnishing copies of the EIS's to CEQ.

Five (5) copies of draft EIS's prepared by USDA agencies and five (5) copies of the final text of EIS's shall be supplied to CEQ (this will serve as making EIS's available to the President).

(d) *Availability of environmental impact statements to the public.* Copies of draft and final EIS's are to be made available to the public by the responsible Federal official without charge to the extent practicable. Consistent with general guidelines for in-office maintenance of records, each agency will maintain at its headquarters a historical file of EIS's available for public inspection.

.5 *Consultation, review and public involvement.*—(a) *Consultation.* Prior to the development of draft EIS's, USDA agencies shall consult with interested parties, including appropriate Federal, state and local agencies and the public. Comments and views of such interested parties should be considered in developing the draft environmental statement. Inclusion of comments and views of any agency in a draft environmental statement shall not in any way limit such agency in its subsequent submission of comments on the draft environmental statement. Appendix II, CEQ Guidelines, should be consulted for possible impacts and agencies which should be consulted.

(b) *Office of Management and Budget procedures.* For direct Federal projects and projects assisted under programs listed in Attachment D of the OMB Circular No. A-95, review by state and local governments will be through procedures set forth under Part I, Circular No. A-95.

(c) *Environmental Protection Agency review.* The Environmental Protection Agency (EPA) has special responsibilities under section 309, Clean Air Act. USDA agencies are to comply with the requirements of that Act.

(d) *Circulation for review and comment, Federal, state and local agencies; and time limit.* The draft environmental statement shall be circulated for review and comment by Federal, state and local agencies having jurisdiction by law or special expertise with respect to environmental impacts (see Appendix II, CEQ Guidelines, August 1, 1973); and shall be made available for comment by the public. A time limit of not less than sixty (60) days from the date of transmittal by the responsible official to CEQ will be observed to receive comments by reviewers.

To the maximum extent practicable, no administration action is to be taken for thirty (30) days after the final EIS has been furnished to CEQ and made available to the public.

(e) *Expedited procedures.* Where emergency circumstances make it necessary to take

action with significant environmental impact without observing the provisions of subparagraphs (a), (b), (c) and (d) of this section, the agency proposing to take the action shall work through the office of the coordinator in consulting with the CEQ about alternative arrangements.

(f) *Public information and involvement.* USDA agencies will use appropriate procedures to insure the fullest practicable provision of timely public information, understanding and involvement in Federal (USDA) plans and programs with environmental impact in order to obtain views and information on alternative courses of action (Executive Order No. 11514 of March 5, 1970, and Secretary's Memorandum No. 1695, Supplement 5, of December 1, 1970).

It is an objective of USDA to involve the public early and continue throughout the process in developing its policies and in formulating and implementing its programs. Agencies will discharge their environmental responsibilities in ways that make their management processes visible and their people available. Agencies are to utilize timely and effective procedures such as direct verbal contact, meetings, printed materials, news media, public notices and hearings, as appropriate, to accomplish these objectives.

When hearings are held to review draft EIS's, such draft EIS's must be available at least fifteen (15) days in advance of the hearing.

Agencies are to maintain a list of environmental statements under preparation, make the list available to CEQ on a quarterly basis, and keep it available for public inspection. If an agency decides that an environmental statement is not necessary for a proposed action (i) which the agency has identified as normally requiring preparation of a statement, (ii) which is similar to actions for which the agency has prepared a significant number of statements, (iii) which the agency has previously announced would be the subject of a statement, or (iv) for which the agency has made a negative determination in response to a request from the Council, the agency shall prepare a publicly available record briefly setting forth the agency's decision and the reasons for that determination.

.6 *Review of other agencies' environmental impact statements.* The Department of Agriculture and its agencies will review and comment on proposals for legislation or other major actions by other agencies as requested and/or determined appropriate because of jurisdiction by law or special expertise with respect to the environmental impact. The purposes of NEPA are best and most efficiently served if EIS's are reviewed by those personnel with the expertise and close enough to the proposed action that they have first-hand knowledge.

Other Federal agencies should observe the following procedures in obtaining comments of USDA and its agencies on EIS's:

(The required number of copies is indicated in parentheses.)

| Subject area: | Send to: |
|---|---|
| 1. Legislative (12) | Office of the Secretary, Attn: Coordinator of Environmental Quality Activities. |
| 2. Regulations and national policies (12) | (Same as above.) |
| 3. Broad national programs (12) | (Same as above.) |
| 4. Major Federal actions of a national or interregional scope (4).* | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines (USDA agencies will be responsible for consulting with each other and the office of the coordinator, as appropriate, in developing responses). |
| 5. Major Federal actions of a regional scope (4).* | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines, with the exception of Forest Service. EIS's to be reviewed by Forest Service should be forwarded to the appropriate regional and area offices. The addresses are attached. |
| 6. Major Federal actions of a State or local scope (4).* | Washington office of relevant USDA agency, as indicated in Appendix II of CEQ Guidelines, with the exception of Forest Service and Soil Conservation Service. Statements to be sent to FS and SCS should be forwarded to the appropriate field or state office. The addresses are attached. |

* Four copies to each agency.

In case of question, other Federal agencies should contact the office of the coordinator. In all cases, lead agencies or field offices are responsible for obtaining and coordinating inputs from other USDA or agency sources as the case may be. USDA has a variety of environmental expertise not all of which is universally located at all field offices. Thus, reviewers must be alert to the need to bring in special expertise for reviews on particularly important actions. To the extent possible, an interdisciplinary approach is to be used to review EIS's of other agencies in the same manner is used to develop EIS's of USDA. Comments should be specific, substantive and factual. It may be appropriate for reviewers to indicate the adequacy of the EIS's, the need for change or more information, and conclusions as to the advisability of the proposed action.

Where a recommendation for an alternative action in contrast to the proposed action is indicated, such recommendation is to be first discussed with the agency proposing the action. In all cases, the review and subsequent action will be performed in a constructive and cooperative manner.

Five copies of all comments made on draft and final EIS's of other agencies shall be forwarded to CEQ at the time comments are forwarded to the responsible agency. A copy of all comments on other agencies' EIS's is to be on file in the Washington office of the reviewing agency.

.7 *CEQ requests and consultation.* In order to assist the CEQ in fulfilling its responsibilities under NEPA and under Executive Order 11514, the Department will give careful consideration to requests from the CEQ for reports, other information, and actions dealing with issues arising in connection with the implementation of NEPA. Conversely, the Department will seek the advice of the CEQ in developing and operating its environmentally-related programs.

Done at Washington, D.C., this 22nd day of May, 1974.

J. PHIL CAMPBELL,
*Secretary of Agriculture.*

[FR Doc.74-12276 Filed 5-28-74;8:45 am]

ATTACHMENT

Forest Service and Soil Conservation Service Addresses for Receiving Environmental Impact Statements of Other Federal Agencies Involving Major Federal Actions that are Regional, State or Local in Scope (See 6. of USDA Guidelines).

Secretary's Memorandum No. 1695,
Supplement 4, Revised - 10-25-74

# FOREST SERVICE

CHIEF, Forest Service
US Department of Agriculture
Washington, DC 20250

REGION 1, Northern Region
(Montana, NE Washington, N. Idaho,
North Dakota and NW South Dakota)

Regional Forester
Northern Region
US Forest Service
Federal Building
Missoula, Montana 59801

REGION 2, Rocky Mountain Region
(Colorado, Kansas, Nebraska, South Dakota and Wyoming)

Regional Forester
Rocky Mountain Region
US Forest Service
Denver Federal Center, Bldg., 85
Denver, Colorado 80225

REGION 3, Southwestern Region
(Arizona and New Mexico)

Regional Forester
Southwestern Region
US Forest Service
Federal Building
517 Gold Ave., SW
Albuquerque, New Mexico 87101

REGION 4, Intermountain Region
(Utah, S. Idaho, W. Wyoming and Nevada)

Regional Forester
Intermountain Region
US Forest Service
Federal Building
324 25th Street
Ogden, Utah 84401

REGION 5, California Region
(California and Hawaii)

Regional Forester
California Region
US Forest Service
630 Sansome Street
San Francisco, California 94111

REGION 6, Pacific Northwest Region
(Washington and Oregon)

Regional Forester
Pacific Northwest Region
US Forest Service
319 SW Pine Street
P.O. Box 3623
Portland, Oregon 97208

REGION 8, Southern Region
(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia)

Regional Forester
Southern Region
US Forest Service
1720 Peachtree Road, NW
Atlanta, Georgia 30309

REGION 9, Eastern Region
(Connecticut, Delaware, Illinois, Iowa, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin)

Regional Forester
Eastern Region
US Forest Service
633 W. Wisconsin Avenue
Milwaukee, Wisconsin 53203

REGION 10, Alaska Region
(Alaska)

Regional Forester
Alaska Region
US Forest Service
Federal Office Building
Box 1628
Juneau, Alaska 99801

NORTHEASTERN AREA STATE AND PRIVATE FORESTRY

(Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin)

Director
Northeastern Area, S&PF
US Forest Service
6816 Market Street
Upper Darby, Pennsylvania 19082

SOUTHEASTERN AREA STATE AND PRIVATE FORESTRY

(Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia)

Director
Southeastern Area, S&PF
US Forest Service
1720 Peachtree Road, NW
Atlanta, Georgia 30309

Note: State and Private Forestry offices are located in the Regional Headquarters with the exception of the two Areas above.

# SOIL CONSERVATION SERVICE

ADMINISTRATOR
Soil Conservation Service
Washington, D. C. 20250

## ALABAMA

State Conservationist
Soil Conservation Service
Wright Building
138 South Gay Street
P.O. Box 311
Auburn, Alabama 36830

## ALASKA

State Conservationist
Soil Conservation Service
204 East Fifth Avenue
Room 217
Anchorage, Alaska 99501

## ARIZONA

State Conservationist
Soil Conservation Service
230 N. 1st Avenue
6029 Federal Building
Phoenix, Arizona 85025

## ARKANSAS

State Conservationist
Soil Conservation Service
Federal Building, Room 5029
700 West Capitol Street
P.O. Box 2323
Little Rock, Arkansas 72203

## CALIFORNIA

State Conservationist
Soil Conservation Service
2828 Chiles Road
P.O. Box 1019
Davis, California 95616

## COLORADO

State Conservationist
Soil Conservation Service
2490 West 26th Avenue
Room 313
P.O. Box 17107
Denver, Colorado 80217

CONNECTICUT

State Conservationist
Soil Conservation Service
Mansfield Professional Park
Route 44A
Storrs, Connecticut 06268

DELAWARE

State Conservationist
Soil Conservation Service
Treadway Towers, Suite 2-4
9 East Loockerman Street
Dover, Delaware 19901

FLORIDA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 1208
Gainesville, Florida 32601

GEORGIA

State Conservationist
Soil Conservation Service
Heritage Building
468 North Milledge Avenue
P.O. Box 832
Athens, Georgia 30601

HAWAII

State Conservationist
Soil Conservation Service
440 Alexander Young Bldg.
Honolulu, Hawaii 96813

IDAHO

State Conservationist
Soil Conservation Service
Rocm 345
304 North 8th Street
Boise, Idaho 83702

ILLINOIS

State Conservationist
Soil Conservation Service
Federal Building
200 W. Church Street
P.O. Box 678
Champaign, Illinois 61820

INDIANA

State Conservationist
Soil Conservation Service
Atkinson Square-West
Suite 2200
5610 Crawfordsville Road
Indianapolis, Indiana 46224

IOWA

State Conservationist
Soil Conservation Service
823 Federal Building
210 Walnut Street
Des Moines, Iowa 50309

KANSAS

State Conservationist
Soil Conservation Service
760 South Broadway
P.O. Box 600
Salina, Kansas 67401

KENTUCKY

State Conservationist
Soil Conservation Service
333 Waller Avenue
Lexington, Kentucky 40504

LOUISIANA

State Conservationist
Soil Conservation Service
3737 Government Street
P.O. Box 1630
Alexandria, Louisiana 71301

MAINE

State Conservationist
Soil Conservation Service
USDA Building
University of Maine
Orono, Maine 04473

MARYLAND

State Conservationist
Soil Conservation Service
Room 522, Hartwick Building
4321 Hartwick Road
College Park, Maryland 20740

MASSACHUSETTS

State Conservationist
Soil Conservation Service
27-29 Cottage Street
Amherst, Massachusetts 01002

MICHIGAN

State Conservationist
Soil Conservation Service
1405 Harrison Road
East Lansing, Michigan 48823

MINNESOTA

State Conservationist
Soil Conservation Service
200 Federal Bldg. and
U.S. Courthouse
316 North Robert Street
St. Paul, Minnesota 55101

MISSISSIPPI

State Conservationist
Soil Conservation Service
Milner Building, Room 490
P.O. Box 610
Jackson, Mississippi 39205

MISSOURI

State Conservationist
Soil Conservation Service
Parkade Plaza Shopping Center
(Terrace Level)
P.O. Box 459
Columbia, Missouri 65201

MONTANA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 970
Bozeman, Montana 59715

NEBRASKA

State Conservationist
Soil Conservation Service
134 South 12th Street
Lincoln, Nebraska 68508

NEVADA

State Conservationist
Soil Conservation Service
U.S. Post Office Building
P.O. Box 4850
Reno, Nevada 89505

NEW HAMPSHIRE

State Conservationist
Soil Conservation Service
Federal Building
Durham, New Hampshire 03824

NEW JERSEY

State Conservationist
Soil Conservation Service
1370 Hamilton Street
P.O. Box 219
Somerset, New Jersey 08873

NEW MEXICO

State Conservationist
Soil Conservation Service
517 Gold Avenue, SW
P.O. Box 2007
Albuquerque, New Mexico 87103

NEW YORK

State Conservationist
Soil Conservation Service
Midtown Plaza - Room 400
700 East Water Street
Syracuse, New York 13210

NORTH CAROLINA

State Conservationist
Soil Conservation Service
Federal Office Building
310 New Bern Avenue
Fifth Floor - P.O. Box 27307
Raleigh, North Carolina 27611

NORTH DAKOTA

State Conservationist
Soil Conservation Service
Federal Building
P.O. Box 1458
Bismarck, North Dakota 58501

OHIO

State Conservationist
Soil Conservation Service
311 Old Federal Building
3rd & State Streets
Columbus, Ohio 43215

OKLAHOMA

State Conservationist
Soil Conservation Service
Agriculture Building
Farm Road & Brumley Street
Stillwater, Oklahoma 74074

OREGON

State Conservationist
Soil Conservation Service
Washington Building
1218 S.W. Washington Street
Portland, Oregon 97205

PENNSYLVANIA

State Conservationist
Soil Conservation Service
Federal Bldg. & Court House
Box 985 Federal Square Station
Harrisburg, Pennsylvania 17108

PUERTO RICO

Director, Caribbean Area
Soil Conservation Service
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Stop 20
Santurce, Puerto Rico 00908

RHODE ISLAND

State Conservationist
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222 Quaker Lane
West Warwick, Rhode Island 02893

SOUTH CAROLINA

State Conservationist
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901 Sumter Street
Columbia, South Carolina 29201

SOUTH DAKOTA

State Conservationist
Soil Conservation Service
239 Wisconsin Avenue, SW
P.O. Box 1357
Huron, South Dakota 57350

TENNESSEE

State Conservationist
Soil Conservation Service
561 U.S. Court House
Nashville, Tennessee 37203

TEXAS

State Conservationist
Soil Conservation Service
16-20 South Main Street
P.O. Box 648
Temple, Texas 76501

UTAH

State Conservationist
Soil Conservation Service
4012 Federal Building
125 South State Street
Salt Lake City, Utah 84111

VERMONT

State Conservationist
Soil Conservation Service
96 College Street
Burlington, Vermont 05401

VIRGINIA

State Conservationist
Soil Conservation Service
Federal Bldg., Room 7408
400 N. 8th Street
P.O. Box 10026
Richmond, Virginia 23240

WASHINGTON

State Conservationist
Soil Conservation Service
360 U.S. Courthouse
W. 920 Riverside Avenue
Spokane, Washington 99201

WEST VIRGINIA

State Conservationist
Soil Conservation Service
75 High Street
P.O. Box 865
Morgantown, West Virginia 26505

WISCONSIN

State Conservationist
Soil Conservation Service
4601 Hammersley Road
P.O. Box 4248
Madison, Wisconsin 53711

WYOMING

State Conservationist
Soil Conservation Service
Federal Office Building
P.O. Box 2440
Casper, Wyoming 82601

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 16, 1971

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED
AMENDMENT 1

Guidelines for Preparing
Environmental Statements Required by
Section 102(2)(C) of P. L. 91-190

Footnote 1/ which appears at the bottom of page 2 of Secretary's Memorandum No. 1695, Supplement 4, Revised, dated November 12, 1971, is amended as follows:

1/ All significant effects of legislation and other major Federal actions on the environment must be assessed as specified in this memorandum. Section 101(b) of the Act indicates the broad range of aspects of the environment to be surveyed in assessing "significant effect." Such "significant effect" may also include actions which may have both beneficial and detrimental effects, even if, on balance, the agency believes that the effect will be beneficial. Such effects may affect human beings directly. They may also affect them indirectly through the environment.

The Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term, environmental goals.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 16, 1971

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Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 12, 1971

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 4, REVISED

Guidelines for Preparing
Environmental Statements Required by
Section 102(2)(C) of P. L. 91-190

DIRECTIVE AND SCOPE. These guidelines are to be followed by all agencies of the Department in preparing statements required by Section 102(2)(C) of the National Environmental Policy Act, P. L. 91-190 (83 Stat. 852).

The Act requires the preparation and submission of a detailed environmental statement with every recommendation or favorable report on legislation and other major Federal actions significantly affecting the quality of the human environment.

Statements are to be prepared in connection with (A) legislation involving substantive bills referred to this Department for comment and for which this Department has responsibility, and substantive legislative proposals originating within this Department, and (B) other major USDA actions. Additional details regarding these topics are included in Appendices A-C.

Pursuant to Executive Order 11514 of March 5, 1970, (35 F.R. 4247) the Council on Environmental Quality (CEQ) issued "Guidelines" on April 23, 1971 (36 F.R. 7724), hereinafter referred to as Guidelines. The Office of Management and Budget (OMB) issued Bulletin No. 72-6 on "Proposed Federal Actions Affecting the Environment" on September 14, 1971. USDA guidelines are designed within the framework of these government-wide guidelines.

OBJECTIVES. The objectives of this memorandum are to provide (1) a uniform system for determining whether proposed or pending legislation and other major Federal (USDA) actions will significantly affect the quality of the human environment, (2) criteria for defining major USDA actions and (3) guidelines for preparing environmental statements.

POLICY. It is the policy of the Department of Agriculture to use the general approach of Section 102(2)(C) as a significant part of its procedures to "monitor, evaluate, and control" its activities for the protection and enhancement of the quality of the environment on a continuing basis as

required by Sec. 2(a) of Executive Order 11514. In addition to the general use of this approach in administering USDA programs, the specific procedure for developing environmental statements will be followed where required by the Guidelines or Bulletin No. 72-6.

TYPES OF ENVIRONMENTAL STATEMENTS. Section 102(2)(C) provides for consideration of environmental impacts in connection with legislative and administrative actions. Two stages of development of environmental statements are required by the Guidelines, particularly in connection with administrative actions: (1) draft environmental statements and (2) final environmental statements.

A draft environmental statement comes into being when it is first sent to CEQ and made available to the public and when legislative reports are sent to OMB for Executive agency review and clearance. There will be no draft statement prior to that time. Preliminary papers leading to the development of a draft environmental statement do not constitute a draft statement and shall not be so labeled.

After modification and expansion of a draft statement, based on full consideration of comments by reviewing agencies, a final environmental statement comes into being when it is sent to CEQ and made available to the public or in the case of pending or proposed legislation when forwarded to Congress following clearance by OMB.

DECISION, PREPARATION, AND RECORD. Agency heads, with the assistance of their representatives on the Environmental Quality Executive Committee, will be responsible for determining (for actions within programs for which they have assigned responsibility) whether the quality of the human environment may be significantly affected [1/]. In some instances they must also determine whether actions of other than a legislative nature are "major actions."

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1/ All significant effects of legislation and other major Federal actions on the environment must be assessed as specified in this memorandum. Section 101(b) of the Act indicates the broad range of aspects of the environment to be surveyed in assessing "significant effect." Such "significant effect" may be either beneficial or adverse, or both types of effects. Such effects may affect human beings directly. They may also affect them indirectly through the environment.

The Guidelines indicate that significant detrimental effects include those that degrade the quality of the environment, curtail the range of beneficial uses of the environment, or serve short-term, to the disadvantage of long-term, environmental goals.

In all instances where required by the Guidelines and Bulletin No. 72-6, and in others as appropriate, agency heads will be responsible for (1) preparing environmental statements, (2) consulting with other Federal departments or agencies with jurisdiction by law or special expertise with respect to any environmental impact involved, (3) providing for review by State and local agencies authorized to develop and enforce environmental standards, and (4) making statements available to the public.

As early as possible and in all cases prior to agency decision concerning major action (other than a recommendation or a favorable report on legislation to the Congress) that significantly affects the environment, USDA agencies will, in consultation with other appropriate Federal, State and local agencies, assess in detail the potential environmental impact in order that adverse effects are avoided, and environmental quality is restored or enhanced, to the fullest extent practicable. In particular, alternative actions that will minimize adverse impact should be explored and both the long- and short-range implications evaluated in order to avoid to the fullest extent practicable undesirable consequences for the environment.

In certain instances where several USDA agencies have program responsibilities relative to an environmental matter and no lead agency has been designated for the programs to which it relates, the Office of the Coordinator of Environmental Quality Activities may arrange for completion of (1) to (4) above.

USDA environmental statements will include all the elements listed as subheadings under Section 102(2)(C). They will also include an additional element dealing with favorable environmental effects. Following the general discussion of "environmental impact," separate sections will be used to summarize "favorable environmental effects" and "adverse environmental effects."

In addition to a project's impact on the physical environment, economic factors must also be known for complete assessment and are to be included as a part of environmental statements. Significant economic impacts on the public and on the affected areas and industries are to be described, including employment, unemployment, and others.

In instances where a benefit-cost analysis has been made a summary of the findings should be attached to and made a part of the statement.

Where a subheading does not apply, it will be followed by the words "not applicable" or "none." Each statement should be prepared in accordance with the precept in Section 102(2)(A) of the Act.

Environmental statements will be documents complete enough to stand on their own. Each draft and final environmental statement will be accompanied by a summary sheet. The general outline to be followed is described in Appendix D.

The environmental statement will be prepared (1) when there is a potential that the environment may be significantly affected by a USDA action, even though such action may be localized in its impact; (2) when it is reasonable to assume a cumulatively significant impact on the environment from successive implementation of several similar actions; (3) when one decision involving a limited expenditure is a precedent for action in much larger cases or represents a decision in principle about a future major course of action, or when several Government agencies individually make decisions about partial aspects of a major action; (4) when a proposed action has an environmental impact which is likely to be highly controversial.

Where emergency circumstances make it necessary to take an action with significant environmental impact without observing the provisions of these guidelines concerning minimum periods for agency review and advance availability of environmental statements, the agency proposing to take the action shall work through the Coordinator of Environmental Quality Activities in consulting with the Council on Environmental Quality about alternative arrangements. Similarly, where there are overriding considerations of expense to the Government or impaired program effectiveness, this Department should consult the Council concerning appropriate modifications of the minimum periods.

CONSULTATION AND REVIEW. Wherever applicable in connection with the preparation of environmental statements, the Department of Agriculture will extend and intensify its policy of acting in concert with Federal, State, and local agencies. This will specifically include (1) consultation with Federal agencies having jurisdiction by law or special expertise and (2) review by State and local agencies authorized to develop and enforce environmental standards.

Consultation and review activities relating to environmental statements will be accomplished within the framework of USDA policy on procedures, including public hearings where appropriate, to insure the fullest practicable provision of timely public information and understanding of USDA plans and programs with environmental impact in order to obtain the views of interested parties.

Any consultations with Federal agencies having jurisdiction by law or special expertise relating to environmental impacts of legislative

proposals or major actions will be documented in connection with environmental statements sent to CEQ and OMB.

FORWARDING USDA ENVIRONMENTAL STATEMENTS AND COMMENTS ON STATEMENTS OF OTHER AGENCIES. USDA Agencies will submit to CEQ and OMB, thru the Coordinator of Environmental Quality Activities, all environmental statements required by the Guidelines and Bulletin No. 72-6. USDA agencies will not submit environmental statements to CEQ or OMB where it is clear that another Federal department or agency has the primary responsibility for the subject matter involved. Where necessary, USDA agencies will work through the Coordinator of Environmental Quality Activities to seek assistance from the Council on Environmental Quality to resolve questions of lead agency designation.

Ten (10) copies of draft environmental statements (when prepared), ten copies (10) of all comments made thereon (to be forwarded to the Council by the entity making comment at the time comment is forwarded to the responsible agency), and ten (10) copies of the final text of environmental statements (together with all comments received thereon by the responsible agency from Federal, State, and local agencies and from private organizations and individuals) shall be supplied to the Council on Environmental Quality in the Executive Office of the President (this will serve as making environmental statements available to the President).

Draft environmental statements shall be prepared and circulated for comment and furnished to the Council early enough in the agency review process before an action is taken in order to permit meaningful consideration of the environmental issues involved.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Environmental statements will be made available to the public as described in the appendices. Compliance with the public information aspect of P. L. 91-190 will be carried out within the provisions of the Freedom of Information Act (5 U.S.C. Sec. 552).

Agencies which hold hearings on proposed administrative actions or legislation should make the draft environmental statement available to the public at least fifteen (15) days prior to the time of the relevant hearings except where the agency prepares the draft statement on the basis of a hearing subject to the Administrative Procedure Act and preceded by adequate public notice and information to identify the issues and obtain comments.

Where an agency follows a practice of declining to favor an alternative until public hearings have been held on a proposed action, a

draft environmental statement may be prepared and circulated indicating that two or more alternatives are under consideration.

COORDINATION, ASSISTANCE AND REVIEW. In consultation with the Coordinator on Environmental Quality, each USDA agency will establish a procedure for developing responses to environmental statements from other departments and from agencies within USDA.

The Office of the Coordinator of Environmental Quality Activities will provide leadership in coordinating procedures for dealing with CEQ. This office will provide general guidance for the preparation and distribution of environmental statements required by CEQ and OMB and will be available for consultation with Executive Committee members and others regarding all aspects of these activities.

PROCEDURAL GUIDELINES. The Office of the Coordinator of Environmental Quality Activities will provide leadership in developing any further Departmental procedural guidelines needed to implement and carry out the requirements of this memorandum.

J. Phil Campbell

**J. Phil Campbell**
**Under Secretary**

Secretary's Memorandum No. 1695, Supplement 4, dated December 1, 1970, is hereby superseded.

Attachments--Appendices A-D

APPENDIX A (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Environmental Statements for Recommendations or Reports on Legislation.

SCOPE. This Appendix deals with recommendations or reports on legislation involving (1) substantive bills referred to the Department for comment and (2) substantive legislative proposals from this Department.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies designated for preparing reports on legislation of the type covered herein will be responsible for developing environmental statements, acting on their own or in consonance with others in USDA as appropriate. All agencies will respond promptly and fully to requests from other USDA agencies for information or other assistance needed for developing statements.

Environmental statements required by CEQ and OMB will accompany legislative reports; all such reports will include reference to the environmental statements in the main body of the report.

Copies of all environmental statements related to legislation covered by this Appendix will be kept on file by the Secretary's Records and Communication Division as a part of the usual file on legislative reports. The Office of the Coordinator of Environmental Quality Activities, with the assistance of appropriate staff offices, will determine if there are any needs for records other than these.

CONSULTATION AND REVIEW. Consultation with appropriate Federal departments or agencies having jurisdiction by law or special expertise prior to preparation of environmental statements will be described in those statements. Comments on the statements will be obtained through the normal legislative report review and clearance process led by OMB.

In connection with bills referred to the Department, agencies need not seek comments about environmental impacts from State and local agencies authorized to develop and enforce environmental standards. Such agencies have the opportunity to submit their comments and views during other stages of the legislative process.

In cases where USDA develops legislative proposals, preparing agencies will seek comments from State and local agencies authorized to develop and enforce environmental standards.

FORWARDING ENVIRONMENTAL STATEMENTS. The Office of Budget and Finance will be responsible for furnishing copies of environmental statements on the subjects covered in this Appendix to CEQ and OMB through the Office of the Coordinator of Environmental Quality.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. With respect to recommendations or reports on proposals for legislation to which Section 102(2)(C) applies, the final text of the environmental statement and comments thereon should be available to the Congress and to the public in support of the proposed legislation or report. In cases where the scheduling of congressional hearings on recommendations or reports on proposals for legislation which the Federal agency has forwarded to the Congress does not allow adequate time for the completion of a final text of an environmental statement (together with comments), a draft environmental statement may be furnished to the Congress and made available to the public pending transmittal of the comments as received and the final text.

APPENDIX B (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

Summary Lists to Accompany
Annual Budget Estimates

SCOPE. This Appendix deals with the preparation of a summary list of those specific actions covered by annual budget estimates which, in accordance with Department procedures, require the preparation of 102(2)(C) statements.

DECISION, PREPARATION, AND RECORD. As required by this memorandum and by OMB Bulletin No. 72-6, USDA agencies shall prepare a summary list of agency actions, projects or activities for which a 102(2)(C) statement is required pursuant to this memorandum.

The summary list shall be in the format of Exhibit 1, in OMB Bulletin No. 72-6. It will include information on (1) the funds involved, (2) the status of the statement and (3) unusual aspects of the statement.

For annual authorizing legislation, agencies shall submit Section 102(2)(C) statements as required for other legislative proposals.

In the case of programs for which it is not possible to make an assessment of the potential impact on the environment, or to identify 102(2)(C) statements that will be required, agencies may include a narrative statement containing information about general environmental impact and when decisions are expected on the need for 102(2)(C) statements.

Individual draft or final statements and information to update the listings required above shall be provided to members of the staff of the Office of Management and Budget upon their request.

Environmental Statements for USDA Administrative Actions

SCOPE. This Appendix deals with major USDA actions, other than proposals for legislation.

MAJOR ACTIONS. The phrase "major actions" is to be construed with a view to the overall, cumulative impact of the administrative action proposed and of further actions contemplated.

"Major actions" may include, but are not limited to:

(a) projects and continuing activities 1/

-- directly undertaken by USDA agencies

-- supported in whole or in major part through educational, technical or other forms of USDA assistance and contracts, grants, cost-sharing, subsidies, loans or other forms of funding support.

-- involving a USDA lease, permit, license, certificate or other entitlement for use

(b) policy, regulations and procedure-making

Some examples are:

1. New programs initiated or current ones significantly modified under existing legislation

2. Projects requiring local sponsorship which are initiated or significantly modified

3. Decisions to initiate actions that are likely to be highly controversial, some of which may result in administration appeals or court actions.

Major actions may relate to the development of a national program and to the implementation of projects within that program.

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1/ Does not include research except for any actions that are likely to be highly controversial.

DECISION, PREPARATION, AND RECORD. Where required by this memorandum, USDA agencies responsible for "major actions" significantly affecting the quality of the human environment will prepare environmental statements for all such actions, either within the agency or in cooperation with others as appropriate.

Copies of all environmental statements sent to CEQ will be kept by the Washington offices of the preparing agencies. The Coordinator of Environmental Quality Activities will work with members of the Environmental Quality Executive Committee to determine if there are any needs for maintaining centralized environmental statement records other than these.

To the maximum extent practicable, no administrative action (i.e., any proposed action to be taken by the agency other than agency proposals for legislation to Congress or agency reports on legislation) subject to Section 102(2)(C) is to be taken sooner than ninety (90) days after a draft environmental statement has been circulated for comment, furnished to the Council and, except, where advance public disclosure will result in significantly increased costs of procurement to the Government, made available to the public pursuant to these guidelines; neither should such administrative action be taken sooner than thirty (30) days after the final text of an environmental statement (together with comments), has been made available to the Council and the public. If the final text of an environmental statement is filed within ninety (90) days after a draft statement has been circulated for comment, furnished to the Council and made public pursuant to this section of these guidelines, the thirty (30) day period and ninety (90) day period may run concurrently to the extent that they overlap.

CONSULTATION AND REVIEW. Prior to the development of draft environmental statements, USDA agencies may consult with appropriate Federal departments or agencies. The draft environmental statements shall be circulated for review and comments by other Federal departments and agencies having jurisdiction by law or special expertise with respect to environmental impacts, with a time limit of not less than 30 days for reply (45 day minimum for the Environmental Protection Agency), after which it may be presumed that they have no comment. Agencies seeking comment should endeavor to comply with requests for extensions of time of up to fifteen (15) days.

USDA agencies, working in collaboration with the USDA Office of Intergovernmental Affairs (see Secretary's Memorandums No. 1689 and No. 1693 of April and May 1970), will provide for review of draft environmental statements by State and local agencies authorized to develop and enforce environmental standards. In certain instances this review may be provided by formal procedures such as hearings or required administrative actions.

(a) For direct Federal development projects and projects assisted under programs listed in Attachment D of the Office of Management and Budget Circular No. A-95, review by State and local governments will be through procedures set forth under Part 1 of Circular No. A-95.

(b) State and local review of agency procedures, regulations, and policies for the administration of Federal programs of assistance to State and local governments will be conducted pursuant to procedures established by Office of Management and Budget Circular No. A-85.

The comments and views of such agencies may be obtained by a direct request and by distributing the draft environmental statement to the appropriate State, regional and metropolitan clearinghouses unless the Governor of the State involved has designated some other point for obtaining this review. Comments and views of the public will be solicited by publication of a notice in the Federal Register, or other appropriate media. Such comments shall relate to the proposed major action about which an environmental statement is being prepared. USDA agencies may require that comments and views relating to environmental impacts of proposed actions shall be received from State and local agencies within 30 days after the date of communication.

The nature and extent of the review procedure shall be described in the final environmental statement.

FORWARDING ENVIRONMENTAL STATEMENTS. Agency heads responsible for preparing "major action" environmental statements will be responsible for furnishing copies of such statements to CEQ, and for furnishing two copies of the Summary Sheet of each environmental statement to the Office of Management and Budget, through the Office of the Coordinator of Environmental Quality Activities.

An Accession Notice Form NTIS-79 (National Technical Information Service, U.S. Department of Commerce) should also be submitted to the office of the Coordinator of Environmental Quality Activities. The card should be addressed to the originating agency within USDA, the date of submission should be filled in, the Report number and title from the Cover Page should be listed as the "Report Identifying Information", and "one" should be listed under number of copies submitted. If more than one office needs to know the NTIS accession number, attach a separate card for each office.

AVAILABILITY OF STATEMENTS TO THE PUBLIC. Agency heads will be responsible for making environmental statements and the comments received accessible to the public after copies have been sent to CEQ. This will be done pursuant to the provisions of the Freedom

of Information Act (5 U.S.C., Sec. 552), without regard to the exclusion of interagency memoranda, when such memoranda transmit comments of Federal agencies listed in Section 7 of CEQ guidelines on the environmental impact of proposed actions subject to Section 102(2)(C). Agency procedures prepared pursuant to these guidelines shall implement public information requirements presented in Supplement 5 to Secretary's Memorandum 1695 (Rev.), and shall include arrangements for accessibility to environmental statements and comments at the head and appropriate regional offices of the responsible agency, and at appropriate State, regional, and metropolitan clearinghouses unless the Governor of the State involved designates some other point for receipt of this information.

APPENDIX D (Rev.)
Secretary's Memorandum
No. 1695, Supplement 4

# OUTLINE FOR ENVIRONMENTAL STATEMENTS

All USDA environmental statements will include a cover page and a summary sheet constructed as shown below, and will contain the information described in this Supplement. The cover page should not include the descriptive titles shown on the left margin, but only that information within the box, which is given as an example.

Cover Page.

| | |
|---|---|
| Report number---------- | (1) USDA-REA-ES (ADM)-72-11 |
| Title---------- | Beaver Creek to Wray, Colo. Transmission Line |
| Subtitle---------- | Draft or Final Environmental Statement |
| Responsible Official---------- | David A. Hamil |
| Performing organization name and address---------- | Tri-State Generation and Transmission Assn., P.O. Box 29198<br>Denver, Colo. 80229 |
| Date---------- | August 14, 1971 |
| Sponsoring Agency---------- | Prepared by |
| Name and address---------- | U.S. Department of Agriculture<br>Rural Electrification Administration<br>Washington, D.C. 20250 |

(1) USDA, REA, Environmental Statement (Administrative), fiscal year 1972, sequential number 11, within that year. Some USDA agencies may wish to use a unit code in addition to the agency abbreviation. Draft and final statements for the same action should be assigned identical report numbers, even though final statement may be prepared in the subsequent fiscal year.

Summary Sheet:

USDA ENVIRONMENTAL STATEMENT

"Title"

Prepared in Accordance with
Sec. 102(2)(C) of P.L. 91-190

Summary Sheet

| | |
|---|---|
| I | Draft ( ) Final ( ) |
| II | Name of USDA Agency |
| III | Administrative ( ) Legislative ( ) |
| IV | Brief description of action - indicating what States and counties) are particularly affected. |
| V | Summary of environmental impact and adverse environmental effects. |
| VI | List of alternatives considered |
| VII | (For draft statements) List all Federal, State and local agencies from which comments have been requested.<br><br>(For final statements) List all Federal, State and local agencies and other sources from which written comments have been received. |
| VIII | Dates draft statement and final statement made available to CEQ and the public. |

USDA environmental statements shall generally follow the identifying heading and outline below and will include each of the subject headings and subheadings listed, except as modified by footnote provisions. Headings or subheadings may be followed by "not applicable" or "none" where appropriate.

# USDA (AGENCY) ENVIRONMENTAL STATEMENT

Title of Statement:

Type of Statement: Draft ( ) Final ( )

Date:

Type of Action: Administrative ( ) Legislative ( )

Statement:

1. Description - A description of the proposed action including information, technical data adequate to permit a careful assessment of environmental impact by commenting agencies. Where relevant, maps or other graphic material should be provided.

2. Environmental impact - The probable impact of the proposed action on the environment, including impact on ecological systems such as wildlife, fish, and marine life. Both primary and secondary significant consequences for the environment should be included in the analysis. For example, the implications, if any, of the action for population distribution or concentration should be estimated and an assessment made of the effect of any possible change in population patterns upon the resource base, including land use, water, and public services, of the area in question. Include, also, economic impacts on employment, unemployment and other economic factors.

3. Favorable environmental effects - Any probable beneficial effects that result from the proposed action such as (1) improved air and water quality, (2) improved land use patterns, (3) improved life systems, (4) improved social and economic conditions, and (5) other beneficial environmental effects as set out in Section 101(b) of the Act.

4. Adverse environmental effects which cannot be avoided - Any probable adverse environmental effects which cannot be avoided, such as water or air pollution, undesirable land use patterns, damage to life systems, urban congestion, threats to health or other consequences adverse to the environmental goals set out in Section 101(b) of the Act.

5. Alternatives - Alternatives to the proposed action (Section 102(2)(D)) of the Act requires the responsible agency to "study, develop, and describe appropriate alternatives to recommended courses of action in any proposal which involves unresolved conflicts concerning alternative uses of available resources". A rigorous exploration and objective evaluation of alternative actions that might avoid some or all of the

adverse environmental effects is essential. Sufficient analysis of such alternatives and their cost and impact on the environment should accompany the proposed action through the agency review process in order not to foreclose prematurely options which might have less adverse effects.

6. Relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity - This in essence requires the agency to assess the action for cumulative and long-term effects from the perspective that each generation is trustee of the environment for succeeding generations.

7. Irreversible and irretrievable commitment of resources - This requires the agency to identify the extent to which the action curtails the range of beneficial uses of the environment.

8. Consultation with Appropriate Federal Agencies and Review by State and Local Agencies Developing and Enforcing Environmental Standards (Optional with draft statements, required for final statement) - A discussion of problems and objections raised by other Federal, State, and local agencies and by private organizations and individuals in the review process and the disposition of the issues involved.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 1, 1970

SECRETARY'S MEMORANDUM NO. 1695, SUPPLEMENT 5

Providing Timely Information to the Public About USDA Plans and Programs with Environmental Impact to Obtain the Views of Interested Parties

DIRECTIVE. USDA agencies will use appropriate procedures (1) ". . . to ensure the fullest practicable provision of timely public information and understanding of Federal (USDA) plans and programs with environmental impact in order to obtain the views of interested parties."; and (2) to provide relevant ". . . information on alternative courses of action," as required by Executive Order No. 11514 of March 5, 1970.

POLICY. The public is to be informed. The Department of Agriculture will expand and, wherever possible, improve procedures for providing information to the public and for obtaining and considering local, regional, and national views on matters relating to the environment.

It is an objective of the Department to involve the public in developing its policies and in formulating and implementing its programs. It will discharge its environmental responsibilities in ways that make its management processes visible and its people accessible.

In obtaining the views of interested agencies, organizations, groups, and individuals, USDA will utilize the wide geographic distribution of its staff trained in many disciplines and functions related to the environment.

PROCEDURES. Among procedures to be used by USDA to provide timely public information about plans and programs with environmental impact and to obtain the views of interested parties are:

Direct verbal contact

- Person to person at all organizational levels with individuals or groups

Meetings

- Conferences, seminars, workshops, town meetings, tours
- Organized groups, boards, associations, or societies
- Scientific or professional societies
- Advisory groups

Information aids

- Visual aids, pamphlets, leaflets, brochures, flyers, newsletters, press releases, material for professional publications or house organs, written replies to inquiries

Use of public communications media for announcements, commentary or dialogue

- Television, radio, newspapers, magazines, motion pictures

Publication of findings or summarization of information

- Bulletins, handbooks, papers in scientific or professional society journals, technical reports

Public notices

- Federal Register
- Direct mailing
- Newspapers

Circulation of draft project plans to interested Federal, State, and local agencies and other concerned organizations

Informal hearings

(An informal hearing is one conducted by an appropriate official after due notice. Written and oral comments are received, and a summary statement of what transpired is prepared.)

Formal hearings

(A formal hearing is one conducted by an appropriate official after due notice. A verbatim record of oral testimony is prepared and all written statements are accepted for the record.)

The foregoing procedures complement one another; best results are often obtained by using two or more of them.

RESPONSIBILITIES AND GUIDELINES. Within established delegations of authority and responsibilities for coordination, USDA agency heads are responsible for using appropriate procedures for informing the public and obtaining and considering the views of interested parties. Except for emergencies requiring prompt action, they will apply these procedures sufficiently far in advance of proposed actions to permit adequate time for consideration and response by the public.

In most situations, procedures other than hearings will be applied to inform the public and obtain the views of interested parties. These general approaches will be applicable when the matter under consideration is local in nature and generally routine. In some instances, however, informal exchanges may reveal some unexpected controversy and thus the need for an informal or formal hearing.

An informal hearing will be held when needed and the circumstances or requirements do not warrant a formal hearing. A formal hearing will be held in those instances where required by statute or executive order and may be held in other situations where it is deemed necessary.

All hearings, formal and informal, shall provide notice sufficient to inform the public of the proposed action, its expected effect on the environment, and the date, time, and place of the hearing.

Notwithstanding other effective means of communication that may be employed, announcement of pending formal hearings to be held by a

USDA agency shall always be made in part by notice in the Federal Register well in advance (not less than 30 days) of the hearing dates.

In implementing procedures for informing the public and obtaining views, care will be exercised to inform the general public as well as the people usually involved in specific programs. If it is likely that interest in a proposed action will be more than local and may represent a broad-based concern, the information procedures to be used are to be extended to regional or national audiences.

To assure effectiveness of the activities required by this memorandum, agency heads will provide appropriate information and training for USDA employees to broaden their understanding of public affairs and/or procedures for obtaining and evaluating public opinion.

Each agency will issue suitable guidelines for implementing this memorandum.

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 9, 1979

SECRETARY'S MEMORANDUM 1695, SUPPLEMENT 7 (Revised)

Effective Working Relationships With EPA

Background

The Department of Agriculture and the Environmental Protection Agency share mutual concerns about the quality of our environment. Numerous programs of the two impact upon one another. In recognition of these mutual concerns, we have updated our Memorandum of Understanding to provide additional emphasis on agency cooperation and close coordination of our programs. A copy of the agreement is included at the end of this Memorandum.

Policy

It is the policy of the Department of Agriculture to maintain effective working relationships with the Environmental Protection Agency. Department agencies and units will be guided by the Memorandum of Understanding in furthering this objective.

Implementation

All agencies and units of the Department will operate in ways that are consistent with the provisions of the Memorandum of Understanding. The Assistant Secretary for Conservation, Research, and Education is responsible for coordinating activities related to the Memorandum. He will be assisted by the Office of Environmental Quality Activities working through the Environmental Quality Committee.

Secretary's Memorandum 1695, Supplement 7, dated August 26, 1974, is hereby cancelled.

Secretary of Agriculture

Attachment

ENVIRONMENT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

April 9, 1979

SECRETARY'S MEMORANDUM 1695, SUPPLEMENT 7 (Revised)

Effective Working Relationships--USDA EPA

Background

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Secretary of Agriculture

Attachment

# MEMORANDUM OF UNDERSTANDING BETWEEN ENVIRONMENTAL PROTECTION AGENCY AND U.S. DEPARTMENT OF AGRICULTURE

## I. PURPOSE

The objective of this Memorandum of Understanding is to establish policies and administrative devices that will provide for a continuing working relationship between the Environmental Protection Agency (EPA) and the U.S. Department of Agriculture (USDA) in support of common objectives, interests, and statutory requirements, and to avoid duplication of effort in programs conducted by other cooperating agencies, department, or contractors.

This Memorandum of Understanding identifies and defines the general principles of cooperation, coordination and communication to be utilized between the USDA and the EPA.

Additional agreements pursuant to this Memorandum of Understanding may be developed to outline undertakings by and between individual agencies of the USDA and the program and staff offices of EPA; and, further mutual agreements may be developed as needed for specific tasks. Such agreements will provide for the use of facilities, personnel, personnel reimbursements, cooperative projects, transfer of funds, etc., and be subject to the laws and regulations pertaining to the respective agencies.

## II. AUTHORITIES

Nothing in this agreement alters the statutory authorities of USDA or the EPA. This Memorandum of Understanding is intended to facilitate those statutory requirements and cooperative efforts including mandates for: (1) consultation on policy matters; (2) integration by the USDA of applicable environmental standards and regulations in the conduct of its activities and in the operation of its facilities nationally and internationally; (3) the mutual provision of research and technical assistance by both agencies in the conduct of programs affecting the quality of the human environment and agricultural production; and (4) the requirement that EPA comment on the environmental impact of matters undertaken by other Federal agencies.

The Department of Agriculture has as its prime responsibility the encouragement of sufficient and efficient production of wholesome food, fiber and forest products for the public welfare, and conservation of the Nation's renewable resources and the maintenance of a quality environment. Manifest in this charge are the Department's further responsibilities to develop and protect our natural resources, protect consumers through inspection of meat and poultry, share in and

contribute to the development of modern science, strengthen economic growth, employment and trade, and promote rural development. In the implementation of its responsibilities, the USDA is sponsoring and promoting programs, including public information programs, relating to the conservation and management of the Nation's land, water, related biological, recreational and esthetic resources, all impacting on the quality of the environment. The Department's mission is carried forth through programs of research, education, technical and financial assistance to consumers, producers, landowners and operators, and local and State government. This mission includes the management of national forest lands. Many of these programs are carried out in cooperation with universities and State and local agencies.

The Environmental Protection Agency is a regulatory Agency which administers and enforces Federal laws designed to protect the Nation's land, water and air systems so that they may support and nuture life. These laws address air and water pollution, solid and hazardous waste management, pesticides and toxic substances, radiation protection and noise control and require EPA to define the levels environmental pollutants must not exceed to safeguard human health and our natural resources.

Many of EPA's actions affect rural and agricultural communities such as the pesticide programs, the funding of waste-water treatment systems, solid waste management, and non-point source pollution control measures. Therefore, EPA is increasingly committed to interfacing with existing institutional mechanisms and programs, such as those of USDA and its affiliated State organizations, to identify and cooperate on measures relating to environmental protection and public health. This effort includes the areas of coordinating the public information education and training programs, technical assistance and research and development so that opportunities for environmental problem solving might be enhanced.

## III. PROVISIONS

A. The Department of Agriculture agrees:

1. To cooperate with the EPA in establishing processes for coordinating activities and communications between the USDA and the EPA nationally and internationally.

2. To encourage, guide and coordinate individual agencies of the USDA in developing working arrangements with the EPA, its regional offices and research laboratories, for identifying and implementing joint program efforts.

3. To encourage and direct, as feasible, programs and activities conducted or supported by the USDA and by its cooperating institutions, agencies and organizations in the States, toward balanced improvement and maintenance of the quality of the Nation's natural resources and its environment while maintaining the capability for sufficient and efficient production.

4. That individual agencies within USDA will fully utilize their authorized missions to actively promote the improvement and maintenance of quality of water, air, soil, food, and related resources which contribute to a quality environment. Agencies will work closely with EPA to advise, review and comment on items of mutual concern such as research, technology, enforcement, development, procedures and guidelines related to USDA missions.

B. The Environmental Protection Agency agrees:

1. To assure the coordination, national and international, of activities, information exchange and communications between the EPA and the USDA.

2. To encourage, guide and coordinate organizational entities of the EPA, including its regional offices and research laboratories, in developing working arrangements with individual agencies of the USDA and its cooperators in the States, for utilizing in an effective manner various resources, facilities and personnel.

3. To encourage and direct, as feasible, programs and activities conducted or supported by the EPA and its cooperating institutions, agencies and organizations in the States toward balanced improvement and maintenance of the quality of the Nation's natural resources and its environment.

4. To establish processes for attaining mutual objectives and to review and provide comments to USDA on drafts of statements and positions for such items as research, technology, procedures and guidelines related to EPA missions.

C. It is mutually agreed:

1. That the work undertaken shall be for the benefit of the people of the United States and for encouraging them to participate in protecting and improving the quality of the environment while maintaining and developing the capacity to provide essential food, fiber and forest products.

2. That the details of cooperative undertakings be planned jointly and adequately documented as supplemental agreements. Supplemental agreements, including those at the regional level may be in the form of amendments, memoranda or letters of agreement and, where appropriate, reference this document.

3. That dialogue and exchange of information and program development including subsequent agreements are encouraged at all organizational levels in the USDA and the EPA. Agreements

will be coordinated and approved in accordance with the appropriate procedures for each agency.

4. To exchange, on a temporary detail basis, personnel so that each agency may better learn the public policies of the other and so that each can take better advantage of the mechanisms and expertise of the other agency.

5. The USDA and the EPA fully support the concepts of cooperation and coordination and are committed to developing efficient mechanisms to establish close working relationships at the national, State and local levels. To advance this effort, each agency will facilitate and monitor the implementation of this agreement through the establishment of an active coordinating team which will meet on a regular basis and will establish an agenda for an annual conference to be jointly chaired by the Secretary of Agriculture and the Administrator of EPA.

The primary objective of the Conference shall be to assure:

a. The coordination and communication of agency activities, regulations, programs and interagency agreements.

b. The responsiveness of each agency to the other agency's requests.

c. The development of specific interagency agreements including those at the regional level or other areas of mutual cooperation.

d. The exchange of timely information on appropriate technical regulatory and public information programs in the areas of environmental protection and agricultural production.

A joint coordinating team will be established and composed of the following representatives:

a. USDA - The Environmental Coordinator, Office of Environmental Activities, will serve as the USDA representative on the coordinating team with staff and technical guidance from appropriate USDA agency representatives. The Environmental Coordinator will work through the Environmental Quality Committee, which is under the leadership of the Assistant Secretary for Conservation, Research, and Education and the Assistant Secretary for Marketing Services, to insure that all interests of the Department are adequately represented.

b. EPA - The Director of the Office of Federal Activities in the Office of the Administrator will serve as the EPA representative on the coordinating team with staff support as needed from the offices of the Assistant Administrators.

The Director of the Office of Regional and Intergovernmental Operations in the Office of the Administrator will work with the coordinating team and will assist the Regional EPA offices in carrying out the intent of this agreement.

Joint task forces may be established as needed to facilitate interagency cooperation for these and other areas of concern including:

1. Research
2. Land Use Activities
3. Pest Management Programs
4. Water Programs
5. Air Programs
6. Solid Waste
7. International Programs
8. Education and Communication
9. Federal-State Cooperation

Such task forces may be created or abolished by an exchange of correspondence between the principal members of the USDA/EPA coordinating team. Task forces will meet regularly to discuss issues of concern and provide recommendations, briefing papers, situation reports, etc., as appropriate, to the coordinating team.

Additional coordination and cooperation is encouraged at the State and local levels. Much of this need can be met by taking full advantage of existing coordination mechanisms. Within USDA, each State Rural Development Committee will be utlized as fully as possible to accomplish the objectives of this agreement. EPA will name at least one person as liaison with State Rural Development Committees, or appropriate subcommittees, to insure maximum cooperation and coordination. Special emphasis will be given to coordinating the Federal responsibilities that have been, or are being, considered for delegation to State agencies.

Joint funding authorities, such as Section 304(k) of the Clean Water Act will be used to the maximum extent possible to further the cooperative efforts endorsed in this Memorandum of Understanding.

This agreement will become effective upon the date of signature by both parties and will continue for five (5) years or until modified or terminated by mutual consent. It supersedes the existing agreement identified as EPA-IAG-P0437 which became effective on July 31, 1974, and USDA Secretary's Memorandum 1695, Supplement 7.

Nothing in this Memorandum of Understanding shall abrogate existing agreements, except as both parties to the existing agreements or this agreement believe modification is necessary.

Secretary of Agriculture

Date Aug 16, 1979

Administrator, Environmental Protection Agency

Date January 18, 1979